



PERSONNEL COMMISSION

Class Code: 0465
Salary Range: 20 (C1)

LIBRARY/MEDIA ASSISTANT

JOB SUMMARY

Under general supervision, participate in or lead the daily operations of a school library/media center; prepare for and present activities for students regarding literature appreciation, use of library resources and library programs; perform a variety of duties related to the acquisition, circulation and distribution of books and audio-visual materials; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Participate in or lead the daily operations of a school library/media center; promote student use of the library; adjust to changing priorities to assure smooth and efficient daily library operations. **E**
- Process new library materials; generate book orders from District review lists and teacher requests; input data into assigned library management software system; report delivery and shipment issues to appropriate personnel. **E**
- Circulate library materials; check items in and out to students and staff; shelve returned books, periodicals and other materials; repair or discard damaged books and materials as necessary. **E**
- Prepare for and present activities for students regarding literature appreciation, use of library resources and library programs; prepare for and present activities regarding specific subject matters as requested by certificated staff. **E**
- Lead the activities of students in the library; assist students and staff in the location and use of print and non-print materials; provide assistance to students and staff regarding the use of library print and electronic resources and equipment; monitor and maintain appropriate student behavior in the library. **E**
- Select and read grade-level appropriate stories aloud to students; facilitate question and answer sessions to determine student understanding and retention; communicate with certificated staff regarding student progress and behavior issues. **E**
- Organize and prepare library displays, decorations and bulletin boards; maintain the library in a neat and orderly condition; reconfigure room arrangements and equipment within the library for ongoing classes and special functions. **E**
- Monitor circulation records and generate related reports; prepare and send notification of overdue materials; collect and submit payments for overdue, lost or damaged materials as assigned. **E**

- Maintain master schedule of classes utilizing the library/media center; organize and schedule audio-visual equipment for classroom use. ***E***
- Prepare bibliographies; participate in the preparation of books to be ordered, rebound, replaced or discarded. ***E***
- Maintain a variety of records, lists, files and forms related to library operations such as book orders, publisher catalogs, bindery requisitions and budget requests. ***E***
- Set up and operate a variety of office and media equipment including computers and assigned software; make minor adjustments to media equipment or recommend further repair; place service tickets as needed. ***E***
- Perform, under the guidance of the Library Curriculum Leader, or assist in performing annual inventory of assigned library collections and prepare related statistical reports in accordance with established timelines. ***E***
- Participate in book fairs, award ceremonies and other special library events. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students. ***E***
- Attend and participate in a variety of in-service trainings, seminars and workshops to maintain current knowledge of trends and technological advances in library services. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

A Library/Media Assistant works in library/media centers at an assigned site or multiple sites with or without the presence of a supervisor, with responsibility for the daily operations and appearance of each center. Incumbents must arrange for their own transportation between assigned school sites. Incumbents are expected to follow the policies and procedures of the assigned libraries/media centers pertaining to daily operating methods and requirements. An employee leads the activities of students and others in the library and prepares for and presents activities for students regarding literature appreciation, use of library resources and library programs.

EMPLOYMENT STANDARDS

Knowledge of:

General functions and operations of school libraries.
Library classification systems such as the Dewey Decimal System.
Library methods, equipment and terminology.
Library management software systems.
Standard library cataloging and filing techniques.
Library reference materials and sources.
General research methods.
Operation of office and media equipment including a computer and assigned software.
General record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.
Effective study techniques.
Basic first aid.

Ability to:

Participate in or lead the daily operations of a school library/media center.
Perform a variety of duties related to the acquisition, circulation and distribution of books and audio-visual materials.
Provide general and reference assistance to students and staff.
Organize time, activities, materials and schedules to achieve plans within limited and varied time restrictions.
Lead the activities of students using audio/visual materials and computer technologies in support of library operations.
Encourage and motivate student enthusiasm for the use and learning opportunities available within a library with varied resources such as books, magazines, media equipment, DVDs and computer technologies.
Monitor and maintain acceptable student behavior in the library.
Set up and operate a variety of office and library equipment including a computer and assigned software.
Operate an assigned library management software system.
Maintain a positive attitude, focus and flexibility while working with many unexpected demands and in multiple library assignments with differing expectations and needs.
Perform a variety of clerical library duties including lifting and shelving books and supplies.
Prepare records and reports related to assigned activities.
Work independently with little direction.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Demonstrate confidence, tact and the use of good judgment relating to day-to-day activities and in the area of problem solving.
Establish and maintain effective relationships with those contacted in the course of work.
Administer basic first aid.

Education and Training:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or

3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework in Library Science or a related field.

Experience:

One year of library/media center experience, including some experience working with school age students.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Library/media center environment.

Constant interruptions.

Positions in this classification are assigned to multiple work site locations and employees must arrange for their own transportation.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and perform clerical library work.

Seeing to read a variety of materials and monitor student behavior.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Lifting and carrying items such as boxes of books and media equipment weighing up to 15lbs.

Pushing and pulling library carts

Bending at the waist, kneeling or crouching to shelve library materials.

Reaching overhead, above the shoulders and horizontally to reach library materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 12/15/1994

Rev: 1/30/2003

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