

Enterprise Elementary School District Job Description

Job Title: Library Clerk (Classified Position)
Department: District Office
Reports To: Site Administrator
Range: C
Prepared By: Human Resources Manager
Prepared Date: March 26, 2009
Approved By: Board of Trustees
Approved Date: June 11, 2009

DEFINITION – Under the general supervision of the site administrator, performs a variety of functions in the processing, circulation, maintenance and record keeping on school site library materials, equipment and books.

ESSENTIAL DUTIES AND RESPONSIBILITIES –

- Checking books in and out.
- Shelving books.
- Assist students and staff in locating and selecting appropriate materials.
- Assist with AR.
- Maintain bulletin boards.
- Maintain list and collect on overdue books.
- Maintain library equipment.
- Perform minor adjustments and repair to books.
- Performs other related library duties as assigned by the site administrator.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have the ability to compile and maintain accurate, complete records and reports; knowledge of modern office technology, methods, practices and procedures; type and operate various office machines, maintain relationships with those contacted in the course of work; understand and carry out oral and written directions; meet the public tactfully and courteously, and provide assistance and service. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE - High school diploma or general education degree (GED); 6 months clerical experience involving public contact; knowledge and experience of computers and related programs.

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of school district. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

REASONING ABILITY - Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS - Valid California Driver's License

OTHER SKILLS AND ABILITIES - Ability to work on a variety of tasks simultaneously with frequent interruptions. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to type 45 W.P.M, net. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms, climb or balance, and taste or smell. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions, and is occasionally exposed to fumes or airborne particles, and risk of electric shock. The noise level in the work environment is usually moderate.

Mark R. Breen
CSEA President

6-2-09
Date

[Signature]
Superintendent

5/2/09
Date

Gloria Valle
Board Approval (Clerk)

6/11/09
Date