

Chittenden Central Supervisory Union Job Description

JOB TITLE: **Library Assistant/Administrative Support Gr. 6**

FLSA STATUS: **Non-Exempt**

UPDATED: **March 10, 2005**

POSITION OBJECTIVES:

To perform a wide range of clerical and technical support tasks in the high school library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage budget for the library and the audio visual department. Prepare and place orders, perform related accounting bookkeeping tasks. Handle vendors concerning availability, status of orders, returns, invoices and the like.
- Design, create, publish and maintain the library web site. Select appropriate sites for students and teachers to use for research. Assist in preparing pathfinders and publish them on line.
- Process timesheets, hourly recap sheets and sub-list for the library and the AV department.
- Manage petty cash accounts for the library and the AV department.
- Supervise students and other library patrons, enforcing established library rules and guidelines for proper conduct in order to maintain a quiet atmosphere, and initiating disciplinary action as necessary.
- Supervise and assist students in the computer lab. Troubleshoot basic hardware problems, network connections, and communicating with the technology staff to facilitate quick resolution of computer related problems.
- Staff the circulation desk: charge out books and reserve materials; process returned materials and follow-up on related problems; place materials on reserve; provide students with a variety of basic information concerning library services and procedures; instruct and assist in use of photocopier and microfilm/microfiche equipment; maintain manual and computerized circulation records; prepare overdue notices and bills for overdue and lost books; maintain related records and files.
- Shelf books, put away periodicals and newspapers.
- Perform a variety of clerical tasks associated with computerized library information systems: bar code and print patron cards; bar code books, perform various data entry task; produce reports.
- Assist or back-up senior staff in providing basic library instructional and reference services to students, referring unusual problems or requests to senior staff member. Maintain reference index tables, shelve and reorder reference materials.
- Perform clerical tasks for technical services operations, such as computer entry, book pockets, and spine labels; covering and stamping books; repairing damaged books, and the like.

- Provide clerical and basic technical support to the general cataloging function, and/or to the maintenance of special collections, such as periodicals, vertical files, and the like.
- Assist in inventories of library collections, and perform similar clerical and technical support tasks associated with library operations.
- Other related duties as assigned.

SUPERVISION RECEIVED:

Moderate to minimal supervision is received from the school librarian.

SUPERVISORY RESPONSIBILITIES:

No formal supervisory duties. May train, assist and occasionally direct groups of students and parent volunteers.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Two years of higher education which may include an Associate's degree plus one to two years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Computer Skills and Experience. Good general knowledge of library organization and systems, with some directly related circulation, reference and/or cataloging experience. Training or experience using computerized library information systems desirable. Knowledge of webpage design.
- Reasoning Ability/Mental Requirements. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communication & Interpersonal Skills. Strong oral and written communication skills which would allow for the ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and deal

effectively with student and faculty library patrons, with relevant experience working with young children desirable.

- Other Characteristics.
Good general office, clerical and organizational skills.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch.

WORKING CONDITIONS:

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, fumes/odors and dirt/dust. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.