

Chittenden Central Supervisory Union Job Description

JOB TITLE: **Library Assistant - Elementary Gr.5**

FLSA STATUS: **Non-Exempt**

UPDATED: **April 10, 2002**

POSITION OBJECTIVES:

To perform a wide range of clerical and paraprofessional/technical support tasks in an elementary school library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee and carry out circulation operations, including: check out books and materials; process returned materials and follow-up on related problems; maintain manual and computerized circulation card files and records; prepare overdue notices and bills for overdue and lost books; maintain related records and files; compile circulation statistics and prepare/assist in preparation of circulation operations reports.
- Supervise, assist and direct individual and groups of students in the library: monitor students' assignments/projects in the library; help children use library time effectively if no specific assignment is given; assist children in locating books and materials; provide informal instruction in library organization and procedures, research, study and enforce established library rules and guidelines for proper conduct in order to maintain a quiet atmosphere, and initiate disciplinary action as necessary.
- Provide clerical and technical support to the cataloging function: edit computerized cataloging records according to detailed procedures, making modifications as necessary for local requirements, referring unusual situations to senior library staff; file catalog cards; perform related filing tasks.
- Process acquisitions: prepare orders; check in books and materials, matching invoices and orders; perform related accounting and bookkeeping tasks; deal with vendors concerning availability, status of orders, and the like.
- Shelve books, neaten library. Perform general maintenance of equipment.
- Assist in designing and putting up bulletin boards and other displays.
- Perform book processing tasks, such as typing catalog cards, book pockets, and spine labels; covering and stamping books; repairing damaged books, and the like.
- Perform similar clerical and technical support tasks in the library and computer lab, such as photocopying various materials, assisting in compiling of bibliographies, and the like.
- Assist with a variety of special projects, such as compiling information for reports, converting to new operating systems, and the like.
- Assist in inventories of library collections, and perform similar clerical and technical support tasks associated with library operations.

- Open and close library, turning on and off lights and copiers(when applicable), locking and unlocking doors.

SUPERVISION RECEIVED:

Moderate to minimal supervision is received from the school librarian or librarian coordinator.

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.
- 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.

.....
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.