

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 283
RANGE: 126
NON-EXEMPT

LIBRARY ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform circulation, restocking and organizing of library materials; provide assistance and library center functions for assigned county office programs; organize, distribute and store library, textbooks and audio-visual materials; provide general and reference assistance to students and teachers; assist staff in the selection and requisitioning of library materials.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in the inspection of library, textbooks and media materials; pull and route materials in need of mending, binding or discarding; assess need for replacement or repair; perform minor repairs to damaged books and library materials; prepare related reports.
- Assist students with finding library materials; help students use resource searches and library materials to locate information of interest.
- Check in periodicals received by the Library; discard periodicals according to instructions; display or file periodicals as appropriate.
- Check-out and check-in library materials; collect service charges on overdue, lost, or damaged materials as assigned; type overdue notices and designated forms.
- Help students and teachers with reference assistance; schedule and coordinate library activities; promote student use of the library for research and reading pleasure.
- Inventory library books, materials, textbooks and audio-visual equipment; update catalog cards and electronic catalogs to ensure accuracy; consult with teachers to provide input regarding obsolete materials.
- Organize and prepare library displays, decorations and bulletin boards; maintain work area in a neat and orderly condition.
- Perform clerical tasks such as data entry into pre-established databases using data entry screens, and processing reports on items such as books that are missing, replaced, transferred, or discarded.
- Perform library center functions for assigned county office programs; participate in circulation activities; organize, distribute and store library, textbooks and audio-visual materials; ensure activities comply with established policies, procedures, rules and regulations; organize book fairs and special library events.
- Prepare and catalog pre-classified books and other library materials by obtaining the correct bibliographic record on-line from a computer database; input, process and receive library materials; prepare materials for introduction into the library materials collection; prepare labels; affix identification and bar-code labels to materials; input related information into assigned computer database.
- Prepare books, textbook orders and other materials for circulation; apply labels, pockets, and plastic covers to books and audiovisual materials.
- Provide support and assistance for local and state-mandated assessment administrations, including school-wide writing assessment.
- Receive, prepare, distribute, collect, and processing test materials for state-mandated assessments; proctor and supervise students throughout testing.
- Sort and file books; maintain circulation records and library inventory and files related to library operations; maintain patron records; shelve and re-shelve books into proper alpha or

- numeric category.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Dewey Decimal Classification (DDC).
- English language to write instructions and read expressively.
- Filing, indexing and inventory procedures.
- Library methods, practices and terminology including use of library computer- aided catalog and basic reference sources.
- Media equipment, maintenance, operation and organization.
- Policies and procedures encompassing library operations.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Assist staff in the selection and requisitioning of library materials.
- Maintain a well-organized and attractive library setting.
- Maintain records and prepare reports.
- Make arithmetic calculations quickly and accurately.
- Monitor and maintain acceptable student behavior.
- Organize, distribute and store library, textbooks and audio-visual materials.
- Participate in circulation activities.
- Perform clerical duties such as filing, duplicating materials and typing.
- Perform library media center functions for county office programs.
- Process a variety of library materials.
- Provide general and reference assistance to students and teachers.

- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Completion of 48 semester units or an Associate's degree or higher or taken and passed the CBEST exam or successful completion of a rigorous, local, Paraeducator Academic Assessment.

EXPERIENCE:

- One year of library or similar instructional setting experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position,

subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED

Effective: March 25, 2008

Revised: November 14, 2017