

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: District Librarian Assistant

Job Purpose Statement/s: The position of District Librarian Assistant is to provide support for quality library services under direct supervision of the District Librarian. Additionally, this position provides assistance and support to staff, parents and community to ensure student success.

Essential Job Functions:

- Assist with inventory of library books, textbooks, equipment, and materials for the purpose of documenting losses and/or maintaining availability of materials.
- Assist in ordering and processing of textbooks in support of District curriculum.
- Recommend materials for purchase.
- Assist with the preparation of the annual library budget and acquisitions.
- Assist in training in the operation of the automated library system.
- Inform library staff of recent acquisitions.
- Assist school library staff in the appropriate use and location of library materials, including Internet and other electronic resources.
- Assist in the maintenance of records related to circulation of materials and compile required statistics.
- Oversees routine processing of all library materials.
- Process notices of missing or damaged books, selects and orders library books, periodicals, videos, films, etc. for the purpose of maintaining library/video collection.
- Request and distribute textbooks and consumable workbooks to ensure availability of items as needed.
- Assist in the promotion of library activities.
- Works positively and collaboratively with staff and community.

Other Job Functions:

- Respond to inquiries to provide information and/or direction as required.
- Attends meetings for the purpose of conveying and/or gathering information required.
- Attends appropriate workshops/conferences for the purpose of ongoing training.
- Performs other job related duties as may be assigned.

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Job Requirements - Qualifications:

Education and Experience Requirements:

- High School diploma or equivalent.
- One year of library experience preferred.

Skills, Knowledge, Abilities and/or Physical Requirements:

- Skills to operate standard office equipment including use of computer applications to enhance essential job functions; communicate clearly and effectively; use English in both written and verbal form; use correct spelling, grammar and punctuation.
- Knowledge of standard office equipment; computer applications to complete essential job functions; contemporary literature resource materials; and elements of library operation; Dewey decimal classification system.
- Abilities to schedule activities and/or meetings; lead, guide, and/or coordinate others; sit for prolonged periods; work with constant interruptions; understand and carry out oral and written instruction; interact with persons of different age groups and cultural backgrounds; learn new procedures; prioritize and appropriately schedule workload or tasks to meet established timelines; work independently. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near/far visual acuity, and some heavy lifting.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.

Reports To: District Librarian and/or other designated administrator/coordinator

Work Year: 191 days

Salary Placement: CSEA Salary Schedule Range 8

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.

Board Approved: September 15, 2009

Revised: January 19, 2010