

BRENTWOOD UNION SCHOOL DISTRICT

Job Title: Library Clerk I
Reports to: Site Administrator

Primary Functions: Under general supervision, perform a variety of library duties to assist students and teachers in the use of the library according to the Library Plan of the Brentwood Union School District.

Performance Responsibilities

- Plan and provide scheduled library time for classes of students
- Assist students and teachers in selection of books and materials
- Read and share literature with students
- Assist and instruct students in effective use of library facilities
- Assist students in effective use of Information Literacy skills
- Assist in the use of card catalog and electronic resources
- Charge books in and out at the circulation desk and maintain records of circulation
- Maintain visual displays in the library (i.e., bulletin boards, etc.)
- Maintain and monitor balanced Library collection appropriate to grade levels of the school
- Develop orders for books based on teacher input, range of reading levels, balance of genres of text
- Process and catalog library materials
- Conduct annual inventory of library collection and evaluate collection for relevance and condition (i.e. mending, cleaning, weeding, etc.)
- Shelve or supervise shelving of books
- Compute bill for payment of lost and/or damaged books
- Process, distribute, inventory and account for curriculum materials received
- Attend scheduled Library meetings to be held at least quarterly
- Communicate and respond to needs for collection or curriculum materials
- Collaboratively determine need for curriculum orders.
- Perform all other duties as assigned

Desirable Qualifications

Knowledge of: Standard library practices, terminology and procedures; basic reference sources and materials, major authors and books in the field of literature; English usage, spelling, grammar and punctuation; computer functions and applications.

Abilities:

Understand and follow oral and written directions; communicate effectively both in oral and written form; complete assignments independently; perform routine clerical tasks; establish and maintain cooperative and effective working relations with children and adults.

ADA Requirement: Must have the ability to sit, stand, walk, frequently lift objects weighing approximately 50 lbs. (i.e. box of books, book kits, etc.), push, pull, reach, twist, drag, and grasp objects.

Experience:

Previous school related experience desired.

Education:

Equivalent to the completion of twelfth grade. Must be able to pass standard proficiency test of basic knowledge. Library Certificate or equivalent experience preferred.

Valid California Drivers License required.

Adopted 5/25/05