

## **Community Consolidated School District 21 Job Description**

### **LIBRARY MEDIA CENTER ASSISTANT**

**Supervisor: Building Administrator**

**Employee Group: Educational Support Personnel**

#### **Purpose:**

The position of the Library Media Center Assistant was established to support students and staff in utilizing library media content. The Library Media Center Assistant works under the direction of a licensed Library Media Specialist to maintain the library and media collection; assist students and staff in utilizing resources; and perform clerical functions related to the collection, processing, circulation, and inventory of library materials.

#### **Essential Functions**

- Books/Materials
  - Assists Library Media Specialist with inventory, including preparing the final report according to the annual plan.
  - Maintains collection, including repairing books/materials, tracking requests and lost books/materials, reshelving books, managing holds, checking in and checking out books/materials, and weeding damaged books/materials.

Possible additions:

- Literacy Promotion
  - Assists Library Media Specialist with special library promotions and activities, including the creation of bulletin boards, displays, promotional literature, and other materials.
  - Promote reading incentives and library promotions.
- Library Automation System and Procedures
  - Sets up patrons, calendars, and schedules for library automation and space usage.
  - Processes new books.
  - Runs overdue reports.
  - Seeks support as needed from the library automation system vendor.
- Budget
  - Collaborates with the Library Media Specialist to prepare book and supply orders.

#### **Other Functions:**

- Assists with book fairs
- Informs students on proper library media center usage and book/materials care.
- Supports staff in locating tools and resources.
- Performs other related duties as assigned.

#### **Job Requirements:**

Specific skill and knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Concepts of grammar and punctuation
- Fluency and clarity in spoken English
- Reading fluency and comprehension
- Basic mathematical skills (i.e., add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; draw and interpret graphs; money concepts, etc.)
- Safety practices
- Operation of standard office equipment, including using pertinent job-related software applications

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Effectively presenting information in one-to-one and group situations to students

- Maintaining confidentiality
- Maintaining composure under stressful situations
- Maintaining effective decision-making skills
- Communicating tactfully and courteously with diverse groups
- Adapting to changing work priorities
- Working collaboratively as a part of a team
- Applying common-sense understanding to carry out instructions

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Moving up to 50 pounds (pulling, pushing, lifting, carrying)
- Sitting, standing, walking, kneeling
- Visually supervising students
- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.