

Job Title: Library Assistant

Job Status: Non-Exempt (10 Month)

Job Objectives: To perform a variety of computer, clerical, and library duties in a school library; and provides general information and assistance to students and staff.

Minimum Qualifications:

- High school diploma or general education degree (GED);
- One year of clerical and computer experience prefer some exposure to basic library procedures.
- Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.

Responsibilities and Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Operates all computers, printers, and software applicable to the library/media center. Includes use of CD ROM, Internet, and electronic catalog circulation program, and word processing, desktop publishing and spreadsheet applications.
- Assist students and staff in using on-line or reference databases.
- Assist staff and students to locate and check out books and materials.
- Supervise students using the library outside of class hours.
- Assist in the instruction of staff and students in the use and operation of networked computers, software, and related resources.
- Operate audiovisual equipment such as the laminating machine, printer, microfiche readers, and copy machine.
- Perform a variety of clerical duties, including processing and maintaining library media; entering records and files; maintain schedules for use of computers; library media center; books and related reference materials; and assemble packets and materials for students.
- Help conduct periodic inventories of book collection, materials, software and equipment as assigned; participate in ordering and maintaining supplies and equipment; store and discard materials according to standard procedures.
- Help maintain the physical appearance and ease of use of the library.

- Evaluate and maintain orderliness of shelved materials; shelve books, periodicals, and newspapers; pull and route materials in need of mending, binding, repairing, or discarding.
- Supervises the library.
- Other duties as may be assigned by the Librarian and/or School Administration

Skills and abilities required:

- Good work habits.
- Dependability and ability to work without supervision.
- Ability to maintain positive relations with staff, administrators, students, and parent volunteers.

Supervisory Responsibility: No direct supervisory responsibilities except for when students are present and the Librarian is unavailable.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Standard library environment with light lifting to re-shelve books and inventory purposes

Evaluation: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

Note: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

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For Office Use: Employee Signature: _____

Date: _____

Signature constitutes understanding of this job description including the requirements, essential functions, and duties of the position.