



Greater Albany Public Schools

Library Assistant

Salary Level: See salary schedule

Reports to: Library Media Specialist / Principal

Work Calendar: 179 - 9 month

Classification: Classified

Location: Varies

Shift: Varies

Position Description

To assist teachers, students and other library users and increase access to library media resources. Follow policies and procedures. Help staff and students locate materials in the library and facilitate access to information.

Responsibilities:

- Monitor individual, small, or large groups of students.
- Assist students and staff in locating and using materials in the library media center by answering questions, gathering materials, demonstrating use of equipment and software and operating audio video and production equipment, and provide information on available sources of information.
- Perform general secretarial responsibilities including typing, filing, compiling statistics and assisting with financial records. Use business machines which include computers, computerized card catalog systems, laminators, photocopiers, and fax machines. Use software for computer circulation, catalog systems, and word processing.
- Maintain the library collection and catalog; shelve books, add and withdraw items. Circulate library materials; including checking materials in and out, sending overdue announcements and maintaining overdue records; schedule the use and delivery of audio visual materials and equipment.
- Inventory and maintain books and equipment; mend and repair items, prepare books for the bindery to be sent for repair, maintain records.
- Maintain supply inventory and assist in the preparation of supply orders. Perform routine computations requiring addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.
- Maintain a clean, orderly and attractive environment; assist in the preparation of displays.
- Read and interpret routine printed materials such as charts, diagrams, maps, or instructional materials.
- Operate audio visual equipment as needed.
- Constructs, copies, distributes and uses educational materials.
- Serves as a reference guide for students.
- Perform other duties as assigned.

Minimum Requirements:

- Good written and verbal communication skills.
- Able to give/receive simple instructions and respond to inquiries
- Knowledge of proper grammar and vocabulary for preparing correspondence and proof-reading completed material.

Desired Qualifications:

- Bilingual preferred

Physical Demands: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job is performed in a generally clean and healthy environment.

Candidate Signature

Date