



Greater Albany Public Schools

Library Assistant

Salary Level: See salary schedule

Reports to: Building Principal

Work Calendar: 179 days (elementary), 181 days (secondary)

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.
- High School Diploma, GED, or an equivalent combination of education, skills, and experience.

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.

Workplace Expectations: The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules. The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

Job Safety:

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or your safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

CANDIDATE STATEMENT: "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

Candidate Signature

Date