

LIBRARY CLERK
POSITION DESCRIPTION

Description of Position

The Library Clerk, under the general supervision of the District Librarian, performs a variety of library clerical duties and assists in the day-to-day operations of the school library.

Classification Classified Employment

Work Year 187 Days

1. Qualifications

- 1.1 High School graduation or recognized equivalent.
- 1.2 Prior work experience or the equivalent in job classification.
- 1.3 Ability to learn basic library methods, practices and terminology.
- 1.4 Ability to perform general clerical work with speed and accuracy.
- 1.5 Ability to perform library duties with minimal supervision.
- 1.6 Ability to use the Dewey Decimal System and basic library materials.
- 1.7 Ability to work cooperatively with students, staff, and parents.

2. Duties and Responsibilities

- 2.1 Assists students, teachers and parents in locating and selecting library materials.
- 2.2 Forwards request for new materials from teachers and students to District Librarian.
- 2.3 Assists District Librarian with class projects.
- 2.4 Maintains discipline when teachers or District Librarian are not present.
- 2.5 Notifies students of overdue books.
- 2.6 Checks in and shelves materials.
- 2.7 Performs other duties as assigned.

3. Organizational Relationship:

- 3.1 Supervision – District Librarian
- 3.2 Evaluation – Principal