

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – SENIOR LIBRARY ASSISTANT**

DEFINITION

To perform paraprofessional and general clerical duties in the operation of the library.

SUPERVISION RECEIVED AND EXERCISED

Under supervision and direction of a site administrator and/or District Librarian, the Senior Library Assistant performs clerical and library duties and exercises supervision over the Library Assistant and volunteers.

EXAMPLES OF DUTIES – May include, but are not limited to, the following:

- Assists students in the use of the library including computer/card catalogue, use of basic reference sources, finding materials~ instructs students in use of library computers for Internet and word processing.
- Maintains the library in a neat and orderly condition~ maintains order and discipline among students using the library.
- Checks incoming books and non-book materials.
- Assists teachers in locating appropriate materials and in compiling materials for their classes.
- Trains and directs the work of students aides in the circulation and shelving of materials.
- Maintains daily circulation records~ maintains computer/card catalog.
- Assists in cataloging and processing library materials.
- Maintains audio-visual equipment; trains faculty and students in the proper use of equipment.
- Records television programs of special interest as needed and maintains database of such programs.
- Assists in the preparation of the annual library budget and acquisitions.
- Prepares bulletin boards and displays; maintains vertical file of information on various subjects.
- Types necessary library communiqués, including overdue notices, book orders, bibliographies, cards, and memos.
- Inventories library material annually.
- May assist with the formal instruction of students including the proper method of using the library.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Use of library computer/card catalogue and basic reference sources.

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- Basic library methods, practices and terminology.
- Proper English usage, spelling, grammar and punctuation.
- Modern office methods, procedures and computer equipment

Ability to:

- Use the Dewey Decimal classification system and basic library reference materials.
- Perform general clerical and paraprofessional library duties.
- Maintain discipline and order among students using the library.
- Care for and use audio-visual and computer equipment and programs.
- Communicate clearly and concisely, both orally and in writing.
- Is able to work under pressure to complete various library duties.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Type accurately at a speed necessary for successful job performance.

DESIREABLE QUALIFICATIONS

- Any combination equivalent to graduation from high school and some clerical experience in the operation of a library which may indicate possession of the above skills and abilities.

PHYSICAL REQUIREMENTS

- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Adopted: April 27, 1989

Rev. Board Approved: October 11, 2001