



David Douglas School District #40

Classified - Job Description

CLERK I - LIBRARY CLERK

Schedule: 10 months per year
Class: 9

POSITION PURPOSE

To maintain clerical support at the library, and assist students with questions, locating library materials and using computers.

NATURE AND SCOPE OF RESPONSIBILITIES

- Process books and other materials received from vendors. Process new materials for circulation
- Assist Librarian in teaching classes scheduled into the library
- Assist students in locating materials and answering student questions about library procedures and resources. Locate and check-out materials to students and teachers. Check-in materials received from students and teachers. Reserve materials requested by teachers
- Process periodicals for access by students and teachers
- Evaluate library materials for the purpose of making repairs, providing technical support, troubleshooting problems, and making recommendations for replacement or withdrawal of library materials
- Take an annual inventory of library materials and keep inventory records
- Input and update patron information in the Follett Destiny database
- Assist students with Google Docs, and Microsoft Office documents
- Promotes library use by creating displays to motivate students to use library resources
- Supervise students who use the library during classes, at lunch, and after school
- Assist Librarian in performance of other duties as needed
- Perform other duties, as assigned

QUALIFICATIONS

- High school diploma or equivalent
- 21 years of age or older
- Knowledge of basic mathematics and English usage in both written and verbal form, using correct spelling, grammar, punctuation
- Skill in computer operation and use of computer programs involving word processing and library cataloging programs; use of telephone, calculator, fax, copier and other office equipment
- Ability to project a pleasant manner and relate well to staff and students and their requests for assistance in using the library's resources
- Ability to work as a team member with the Librarian
- Ability to remain flexible and work with frequent interruptions
- Ability to work harmoniously with others and to communicate effectively and appropriately, both verbally and in writing, with students, staff, and parents
- Ability to maintain a high level of ethical behavior and to maintain the confidentiality of information related to students and staff
- Knowledge of the Dewey Decimal System, or the ability to learn the Dewey Decimal System
- Knowledge of Young Adult literature, or the ability to learn about trends in Young Adult literature

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Able to lift and shelf books. Ability to move freely around the library, making frequent trips from desk to counter, files and other locations within the building. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting.

CLERK I - LIBRARY CLERK (cont.)

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.