

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Library Assistant

DEFINITION

Under direction, performs a variety of general clerical and library duties for the Learning Resources Center and the Learning Resources Display Center; performs other related duties as required.

DIRECTLY RESPONSIBLE TO

Director, Instructional Technology & Learning Resources

SUPERVISION OVER

None.

DUTIES AND RESPONSIBILITIES (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Learning Resources Display Center (LRDC)

Receives, unpacks, processes, inventories, and displays state-adopted instructional materials and software for review by educators and community members; lifts and carries boxes of materials; shelves materials; assists patrons in locating state-adopted materials including providing prices and publisher information; deletes and discards expired program materials according to State Board of Education adoption cycles; contacts publishers with questions on materials availability and deliveries; attends meetings at California Department of Education with other staff as necessary.

Library Material Circulation

Circulates books, software, and videos to teachers, staff, and Sacramento County Office of Education (SCOE) contracted schools; catalogues and shelves books/materials using the Dewey Decimal System; repairs books as needed; organizes the delivery and return of library materials; conducts inventories; may deliver or pick up library materials as needed.

Recordkeeping

Maintains a recordkeeping system to process and circulate new library materials using a library database management system; coordinates annual contracts for library services to schools; maintains database of contracted schools; collects payments from patrons and maintains inter-office contracts for the use of laminator, poster maker and die cut machines; maintains schedule for library meeting room reservations.

Learning Resources Center (LRC) Support

Manages the use of the Ellison die cut, laminator, and poster maker machines; explains library materials and services; provides tours of the LRC and LRDC; greets and directs visitors; answers and routes telephone calls; distributes department mail; assists with program events; performs general clerical work as needed.

MINIMUM QUALIFICATIONS

Education

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Training and Experience

Any combination of training and/or experience which demonstrates ability to perform the duties as described; a typical qualifying background would include clerical experience working in a library or resource center.

Knowledge of:

English grammar, punctuation, and spelling; basic mathematics; organization, terminology, and functions of a library; Dewey Decimal System; proper telephone techniques; standard office software; common equipment utilized in a

library or office environment.

Skill and Ability to:

Accurately type and learn to efficiently use standard office software applications; communicate effectively both in oral and written form; follow instructions; organize and prioritize work; perform basic research and report results; read and apply rules, regulations, and procedures; learn and follow standard office procedures; learn appropriate filing and record keeping systems; lift and carry boxes of books and materials; deal effectively with teachers, administrators, and clients.

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