



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

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| POSITION TITLE: | Library Media Clerk (Schools & Vocational Centers) |
| CONTRACT YEAR: | 196 Day Calendar or Year-round Calendar |
| PAY GRADE: | 12 |

QUALIFICATIONS:

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

EXPERIENCE: Prefer one (1) year of school-based or other related work experience, which has provided knowledge of basic library practices/procedures, including the Dewey Decimal and library automation systems. Work experience should have demonstrated the ability to perform multiple and diverse duties following standard practices. Knowledge of library resources and databases preferred.

ADDITIONAL REQUIREMENTS:

Must be computer literate. Bilingual skills preferred.

Must have passing test scores:

General Clerical - 30
Computer Keyboard Skills:
Speed - 40
Accuracy - 70

NOTE: Individuals may qualify for this position if they have previously taken the following tests and received a passing score: Typing Ability—70; Typing Speed—40. These test scores will be rolled forward, and the employee will not be required to take the Computer Keyboard Skills test.

The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job.

REPORTS TO: Administrator/Principal or designee

SUPERVISES: Student volunteers

POSITION GOAL: To assist in the efficient and effective operation of the media center.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:**The Library Media Clerk (Schools & Vocational Centers) shall:**

1. perform circulation tasks and maintain attendance statistics.
2. produce and distribute overdue notices.
3. shelve materials and maintain orderly arrangement of materials.
4. assist students and teachers in using library information center resources and technologies.
5. assist with small group and individual media skills instruction.
6. monitor students and assist them in locating materials.
7. locate and maintain materials and equipment for teachers and students.
8. prepare correspondence, reports, and bibliographies.
9. maintain records, inventories, and bookkeeping accounts.
10. assist in maintaining electronic catalog and patron records.
11. assist with the annual inventory of the collections.
12. assist in the production of materials, such as photocopying, laminating, videotaping, scanning, etc.
13. assist in the maintenance and repair of print materials.
14. assist in creating an attractive and inviting environment.
15. assist in the operation and minor repair of audiovisual equipment and computer hardware.
16. prepare orders and assist in their receipt.
17. inventory and maintain supplies.
18. check lists and bibliographies to determine availability of materials.
19. perform interlibrary loan activities and maintain the records.
20. assist in the preparation of displays and bulletin boards.
21. interact effectively with the general public, staff members, students, teachers, parents, and administrators using tact and good judgment.
22. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
23. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
24. review current developments, literature and technical sources of information related to job responsibility.
25. ensure adherence to good safety procedures.
26. follow Federal and State laws, as well as School Board policies.
27. perform other duties as assigned

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 2/2/78
ER80-12 Approved: 10/2/80
Revised: 11/17/92 &
Adopted: 12/1/92

Revised: 4/1/2003
Adopted: 5/6/2003