



**Job Title:** Library Media Clerk

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Educational Support – 11

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

### **JOB SUMMARY**

The purpose of this position is to assist students, staff, and faculty in obtaining materials and resources from or for the library systems and maintain and oversee the library.

### **ESSENTIAL JOB FUNCTIONS**

- Performs various clerical support duties; provides administrative assistance to library staff.
- Responds to a variety of requests for library and learning resource materials, e.g., books, periodicals, tapes, audio visual equipment, reference materials.
- Locates and checks out requested materials according to established library policies and procedures; shelves returned books.
- Locates and transfers requested materials to other library locations as requested.
- Conducts searches for unavailable materials and provides advisement regarding acquisition of said items.
- Processes new items and materials into the library information system; maintains inventory of library books and materials.
- Performs mending and restoration tasks for worn and/or weathered items.
- Assists students and others in using the library's information system, resource materials, and learning resources equipment.
- Provides information and assistance in person and by telephone.
- Compiles various records, logs, data, reference information, and associated documentation as needed and/or directed.
- Maintains and verifies accuracy of various Library reports and databases; files various documents and records as instructed by Library guidelines; retrieves files on request.
- Communicates with other departments, supervisors, and the general public for the dissemination of information.
- Operates standard office equipment including word processors, computers, facsimile equipment, and central telephones; may assist others in the proper use of various library and media equipment.

- Processes various fees and fines and accepts payment.
- Conforms to safety standards as prescribed.
- Works front desk and addresses inquiries.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- High school diploma or equivalent.
- One (1) year of responsible clerical or media support experience in a public or district library.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of business English, spelling, and punctuation.
- Requires the ability to display knowledge of mathematics.
- Requires the ability to display knowledge of basic computer and media equipment operating principles, techniques, and procedures.
- Requires the ability to display knowledge of standard office and library practices and procedures.
- Requires the ability to display knowledge of the use of specified computer applications involving word processing, data entry, and/or standard report generation.
- Requires the ability to display knowledge of batch and on-line application techniques of information processing systems.
- Requires the ability to display knowledge of the use of standard office machines and automated equipment and machines.
- Requires the ability to display knowledge of interpersonal skills necessary to effectively interact with internal staff, students, citizens, and other departmental staff in order to give and receive information in a courteous and friendly manner.
- Requires the ability to display knowledge of operation of library, media, and computer equipment.
- Requires the ability to make routine decisions in accordance with laws, rules, regulations, and standard operating procedures.
- Requires the ability to maintain library inventory and records.
- Requires the ability to input and retrieve data into library system applications.
- Requires the ability to concentrate and pay close attention to detail with constant interruptions such as answering phones or assisting others in person.

**PHYSICAL DEMANDS**

While performing the essential functions of this job the employee is regularly required to work in a typical office setting, use standard office equipment, read printed materials and a computer screen, and communicate in person or over the telephone. May be occasionally required to lift and/or move up to 50 pounds. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**