Martinez Unified School District
Classified Job Description

Library Media Assistant
9.5 Months/Year

**Definition**
Under general supervision, to perform complex clerical and technical tasks in library or media work; to assist students and staff in learning to use the library and media materials; and to do related work as required.

**Distinguishing Characteristics**
Positions in this class are distinguished from the lower class of Library Media Assistant I by the assignment of more complex duties and the responsibility for supervising students' use of the library; incumbents assist students and staff in learning library skills and use of audiovisual equipment.

**Example of Duties**
- Types letters, reports, invoices, requisitions, cards, lists and other materials from copy, draft, and machine recordings; files alphabetically and numerically a variety of cards and instructional material;
- Processes library materials and text materials with suitable property marking, jacketing, packaging and storing;
- Handles the circulation procedures including preparing overdue notices, previewing materials, keeping records of equipment loans and returns;
- Assists students in learning library skills and conducts training sessions; supervises student use of the library; performs minor repairs on library and/or text materials and handles procedures for major repairs;
- Orders and receives materials;
- Maintains inventories;
- Keeps detailed records of materials, money and requisitions;
- Assists in preparing displays, exhibits and bulletin boards; performs a variety of clerical and artistic work involved in the operation of a library; and
- Assists in maintaining the library in a neat, clean and attractive manner; may supervise student aides or other clerical staff.

**Desirable Qualifications**

**Knowledge of:**
- Basic office procedures;
- Correct English usage, spelling and penmanship;
- Library media concepts, vocabulary and artistic expression;
- Basic principles of classification of materials.

**Ability to:**
- Perform clerical work using independent judgment;
- Apply specific rules and procedures used in a library setting;
- Operate standard office machines and a variety of audiovisual equipment;
- Make minor repairs to a variety of audiovisual equipment and textbooks;
- Type at a net corrected speed of 45 words per minute from clear copy;
- Understand, carry out and give oral and written directions;
- Maintain cooperative working relationships with those contacted in the course of work.

**Experience**
Three years of experience in library media work, preferably in a school setting.

**Education**
Equivalent to the completion of the twelfth grade, supplemented by course work in library media curriculum. Additional experience may be substituted for the educational guide.

**License**
Some positions may require the possession of a valid California Motor Vehicle Operator's License and access to a dependable mode of transportation.

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