CHICO UNIFIED SCHOOL DISTRICT
SENIOR LIBRARY CLERK

DEFINITION
Under direction, to perform a variety of clerical library duties involved in receiving, cataloging, and processing library materials.

SUPERVISION EXERCISED
May exercise functional and technical supervision over student assistants and parent volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Process new materials for use in the library.
- Assist in troubleshooting and managing patron and library records and reports for multiple sites.
- Perform clerical work; prepare a variety of forms including correspondence and other related materials; enter information into computer; maintain files and records.
- Assist the Teacher Librarian in performing clerical duties for other libraries including taking inventory of books, processing cataloged books, discarding books, and training parent volunteers.
- Mend and repair books as needed.
- Monitor students and others using the Library in the absence of the Teacher Librarian.
- Assist Library Media Assistant’s in maintaining the physical appearance and easy access of the Library.
- Transport books and other items from site to site.
- Assist with reorganization of library collections.
- Provide training and support to library staff.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Operations, services and activities of a library including, reading programs and cataloging.
- Principles of record keeping and reporting.
- Modern office procedures, methods, computer equipment and programs.
- Basic principles and practices used in taking inventory.
- Alphabetical, numerical and subject matter filing systems including computerized filing systems and databases.
- English usage, spelling, vocabulary, grammar and punctuation.
- Basic mathematical principles.

Skill to:
- Learn to operate and troubleshoot a variety of modern library equipment and programs.
- Learn the procedures involved in cataloging, processing, and discarding books and related materials.
- Be able to complete very detailed and technical tasks with minimal supervision.
- Type or operate a keyboard at a level proficient for successful job performance.
- Communicate effectively with staff and students.
**Ability to:**
- Learn specialized library procedures and computer programs in the area of circulation, reference, processing, and cataloging.
- Learn and operate specialized library programs and systems.
- Learn the organization practices of the District libraries.
- Learn and correctly interpret and apply the policies and procedures of the function to which assigned.
- Understand the organization and operation of the District library system as necessary.
- Participate in the library's circulation function.
- Mend and repair books and materials as needed.
- Perform responsible and general clerical support work.
- Provide direction and training to students and parent volunteers.
- Prepare and maintain accurate and complete records.
- Compile information and prepare reports.
- Work independently as required.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Handle, with flexibility, regular interruptions and the ability to multi-task.
- Follow written and oral instructions.

**EXPERIENCE AND TRAINING GUIDELINES**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**
- Two years of clerical and/or library experience.
- Three years of computer experience. Proficiency with a variety of current computer programs.
- One year of experience working with students in an educational setting.

**Training:**
- Equivalent to the completion of the twelfth grade.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*
- Ability to sit, stand, walk, kneel, stoop, reach, twist and lift 25 lbs.
- Class C Driver’s License.
- Ability to drive personal vehicle to other District sites as needed.