



JOB TITLE: LIBRARY MEDIA ASSISTANT

Classification: Classified
Salary Range: 22

Retirement Type: PERS*
Revised/Board Approved: April 21, 2003

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine and general duties in the library, media and audio-visual services. Duties may include filing, copying, maintaining records, and answering telephones, assisting with set-up of equipment and assisting with the pick-up or delivery of library or audio-visual supplies.

REPRESENTATIVE DUTIES:

Perform routine clerical duties in support of the library, media and audio-visual functions.

Screen reports, forms, and other documents for accuracy and completeness.

Assist Library Media Technicians in providing work direction regarding policies and procedures of the Learning Resources Center.

Maintain numerical and alphabetical records, file materials and update information as needed.

Assist in the coverage of the Learning Resources labs.

Answer telephones and provide routine, factual information to office visitors and callers.

Process and prepare simple forms related to the assignment.

Compile, list, and summarize information for review by supervisor, prepare routine or recurring reports according to established procedures.

Open, screen and route mail.

Perform library clerical duties including checking materials in and out, collecting fines and inventorying shelves.

Perform audio-visual duties, assisting with the pick-up or delivery of library, media and audio-visual supplies; may assist with set-up of equipment.

Operate standard office equipment including a typewriter, personal computer, copier, and other office equipment.

Interact with students, staff and the public.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

High School graduation and six (6) months Library and/or Media experience or six (6) months job related education above High School.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Modern office practices and procedures

Basic record-keeping techniques.

Telephone techniques and etiquette.

Abilities/Skills:

Modern office practices and procedures

Basic record-keeping techniques.

Telephone techniques and etiquette.

Licenses or Other Requirements:

May require a valid California driver's license.

WORKING CONDITIONS:

Long periods of standing and sitting.

Lift to carry up to 25 lbs.

Move from one work area to another.

Interaction with students, staff and the public.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.