SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Special Program Library Clerk
REPORTS TO: Assigned Supervisor

DEPARTMENT: Business Services
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 028

REVISED: April 2, 2003

BASIC FUNCTION:

Perform library-clerical duties for the processing, maintenance, and circulation of a collection of supplementary library and reference books, and audiovisual aids, and other instructional materials for use by the staff assigned to specific special programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Receive orders for materials by mail, phone, or in person. E

Fill requests and prepare materials for delivery or pickup. E

Assist teachers with selection of materials. E

Check in returned materials and reshelve items. E

Inspect materials for damage or missing parts. E

Make repairs and order replacement parts or recommend withdrawal of materials. E

Maintain shelf list and other records. E

Take inventory and maintain inventory records either manually or on a mini-computer. E

Prepare a catalog of available materials for distribution to teachers in the special program. E

Compile daily, monthly, and annual circulation reports. E

Contact vendors and publishers to determine availability of materials and to place orders. E

Request and receive samples of materials from publishers and vendors for staff review. E

Provide information regarding the library collection and procedures. E
Demonstrate the use of audiovisual equipment to staff members individually and at group meetings.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**
Any combination of training, experience, and/or education equivalent to two years of recent full-time or equivalent part-time clerical experience, one year of which must have been in a school library or audiovisual center.

**LICENSES AND OTHER REQUIREMENTS:**
Typing / keyboarding certificate at a net, corrected speed of 40 words per minute.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Techniques used in inspecting, repairing, cleaning, and storing audiovisual materials.
- Modern library organization and library-clerical procedures.
- Technical aspects of field of specialty.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**
- Recognize repair or replacement needs and make appropriate recommendations.
- Type/keyboard at a net, corrected speed of 40 words per minute.
- Operate standard office equipment including microcomputers and related software applications.
- Establish and maintain effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain records.
- Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor, office setting.

**PHYSICAL REQUIREMENTS:**
Hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.