

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Supervising Library Clerk	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various sites and departments	<b>CLASSIFICATION:</b>	Classified
<b>FILE:</b>	Non-Exempt	<b>SALARY GRADE:</b>	021 AASD Supervisors'
<b>REVISED:</b>	June 22, 2004		

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**BASIC FUNCTION:**

Supervise the operation of a school library or central instructional media, library, materials distribution, or cataloging processing section and the work of assigned staff; perform operational record control duties.

**REPRESENTATIVE DUTIES:** Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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**

Plan and supervise library-clerical activities of a school library or an instructional media section in which textbooks, library books, reference books, and audiovisual instructional materials and equipment are ordered, cataloged, processed, stored, and/or circulated. **E**

Assist staff and pupils with the location and selection of materials. **E**

Supervise the record keeping functions of acquisition, withdrawal, and inventory. **E**

Review condition of materials and assist in making decisions as to repair or replacement. **E**

Work closely with other sections to facilitate the smooth flow of materials; gather, compile, analyze, and prepare data for statistical and operational information. **E**

Initiate and prepare forms and reports; select, train, and supervise assigned staff and pupil assistants. **E**

Determine priorities and adjust workload. **E**

May maintain time sheets; may monitor budget activity. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to a certificate of completion as a library technician from a two-year community college program and two years of recent, directly related, full-time equivalent experience including one year of satisfactory service in libraries or the instructional media section of a school district. One additional year of increasingly responsible library clerical experience supplemented by directly related course work may be considered for substitution of the certificate.

**LICENSES AND OTHER REQUIREMENTS:**

Typing/keyboarding certificate at a net corrected speed of 25 words per minute.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Knowledge of modern library-clerical and office methods, including record keeping.  
Technical aspects of field of specialty.  
Reading and writing English communication skills.

**ABILITY TO:**

Plan and supervise library-clerical activities of school library or an instructional media section.  
Process instructional media materials.  
Exercise independent judgement and to assume responsibility.  
Type/keyboard at a net corrected speed of 25 words per minute.  
Learn pertinent district policies and procedures rapidly.  
Train, supervise, and evaluate the work of others.  
Operate standard office equipment including microcomputers and related software applications.  
Establish and maintain effective working relationships with others.  
Plan and organize work to meet schedules and time lines.  
Maintain records.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor setting

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting 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.

Job Code 6068

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