

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: TEXTBOOK/MEDIA ASSISTANT

DEFINITION:

Under supervision of the Assistant Principal and the direction of the Librarian, performs specialized functions related to the acquisition, receipt, circulation, and use of textbooks, instructional, and audio-visual materials.

STATEMENT OF TYPICAL DUTIES:

- a. Processes orders for textbooks, publications, catalog cards, and other library materials and supplies.
- b. Receives incoming textbooks and related materials; checks against invoices and maintains accurate records.
- c. Performs responsible clerical duties related to cataloging, classifying and processing print and non-print media; processes new books and media materials according to established procedures.
- d. Assists with the training and supervision of library science students and aides, as assigned.
- e. Maintains a variety of records, logs, and statistics related to inventory and supplies, and library use and operations.
- f. Types catalog and shelf-list cards, book lists, bibliographies, overdue lists and requisitions.
- g. Maintains textbooks and equipment; mends, re-labels, and repairs books, pamphlets, textbooks and other instructional materials.
- h. Processes annual textbook inventory and retrieval and distribution of textbooks.
- i. Bills for lost, textbooks, and other library materials; collects money and prepares appropriate receipts and financial records; pulls report cards and contacts parents, as needed.
- j. Provides support and assistance to other library staff, as needed; assists with the checkout and return of audio-visual equipment and materials, as assigned.
- k. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Computerized library systems.
- Operations and organization of a high school library.
- Library processes relating to the acquisition and circulation of materials.
- Library terminology and standard practices.
- Standard library reference sources.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Operation of a computer terminal.

Ability to:

- Perform a variety of library duties relating to the ordering, processing and maintenance of print and non-print library materials.
- Assist in training and providing work direction to student aides.
- Perform clerical duties such as filing, duplicating, typing and maintaining simple records.
- Learn to interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office and library equipment including typewriter, computer, microfiche reader/printer, calculator, glue gun and duplicating equipment.
- Lift objects weighing up to 30 pounds.
- Type at an acceptable rate of speed.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years increasingly responsible clerical experience.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift, push and carry books and other library/media materials and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

Library environment

Revision approved 1-11-89

Revision approved 5-10-00