BERKELEY UNIFIED SCHOOL DISTRICT Human Resources Department

Orculate library materials; check library materials in and out to students and staff using an assigned computerized system; shelve returned books and materials; dean, mend, cover and repair damaged books

Process and receive library materials and equipment orders; prepare new and donated materials for introduction into the library materials collection; verify packing lists, stamp materials, affix bar codes, update and edit electronic records, and update spine labels; re-organize shelves to adapt to shifts in the collection and curricular needs; input related information into assigned computer system; conduct periodic inventory and weeding

Promote the use of the library to faculty and students; assist students with age-appropriate reading as required; instruct students on using the online library catalogue and other computer software systems

Monitor and maintain acceptable student behavior in the library

Maintain a variety of records related to purchase orders, overdue books and assigned activities; establish and maintain filing systems

Open and close the library according to established procedures; maintain a clean and safe environment in the library

Prepare displays and bulletin boards to support curriculum, multi-cultural themes, current events, and school and District-wide activities; prepare and rotate book displays

Operate a variety of office and library equipment including a calculator, copier, typewriter, computer and assigned software; operate audio-visual equipment including a projector, projection screen, speakers and others as assigned; troubleshoot and arrange for repairs of equipment as needed

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Modern office practices, procedures and equipment

ABILITY TO:

Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials

Assist students and teachers in the selection, location and use of library materials and equipment

Learn curriculum, reading levels and collaborate with teachers and district library staff to develop the material collection

Monitor and maintain acceptable student behavior in the library

Read age and subject-appropriate stories to classes

Process and shelve library materials

Inventory, order and receive library materials and equipment

Operation of a computer and assigned software

Maintain files and records

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Interpret, apply and explain rules, regulations, policies and procedures

Complete work with many interruptions

Understand and follow oral and written instructions

EDUCATION AND EXPERIENCE:

Any combination e

Information Science and two years library media or other related experience

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment

Constant interruptions

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials and monitor student behavior

Hearing and speaking to exchange information

Stting or standing for extended periods of time

Lifting, carrying, pushing or pulling objects typically weighing 50 75 pounds

Bending at the waist, kneeling or crouching to shelve and retrieve books

Reaching overhead, above the shoulders and horizontally to shelve and retrieve books