

SAUSALITO MARIN CITY SCHOOL DISTRICT
Job Description

CLASSIFICATION: Classified Employee
TITLE: Library Specialist
SALARY LEVEL: Range 7
WORK YEAR: 183 Days (10 Months)

JOB DEFINITION

The Library Specialist participates in the coordination of the operation of the school library and media support systems.

ESSENTIAL DUTIES

- physically locate library materials within the collection
- sort and shelve library materials
- operate and maintain standard library equipment
- maintain library supplies and inventories
- maintain records and generate reports as required
- maintain current library catalog
- assist librarian in the primary functions of daily operation of the school library
- issue and renew library materials
- maintain student files for over-due materials and processes billings for lost materials
- repair library books and periodicals
- assist librarian in book and periodical selection
- supervise students to maintain appropriate behavior and order in the library, following District policies regarding the discipline of students
- perform other duties as assigned

QUALIFICATIONS

REQUIRED

Ability to

- work independently and efficiently with a minimum of supervision
- maintain strict confidentiality of all school and district related information both internally and externally
- manage interruptions and distractions
- understand and carry out oral and written instruction in English
- establish and maintain cooperative relationships in a positive manner with students, staff and parents
- work in a diverse learning community
- follow directions
- problem solve independently
- know and implement district wide rules and procedures
- carry out essential duties in such a manner as to ensure personal safety and the safety of those in the immediate vicinity
- adhere to guidelines of mandatory reporting for suspected cases of child or substance abuse
- perform duties efficiently

Licenses and Certifications

- criminal justice fingerprint/background clearance

Education

- a minimum of high school diploma or recognized equivalent

DESIRED

- Bachelor's degree or higher education
- possesses physical and mental abilities commensurate with the responsibility of the position

SUPERVISOR

Site Administrator or designee

Final: 5.30.2013

CSEA approved: _____

SMCSD Board approved: _____