

**CHICO UNIFIED SCHOOL DISTRICT
SENIOR LIBRARY CLERK**

DEFINITION

Under direction, to perform a variety of clerical library duties involved in receiving, cataloging and processing library materials.

SUPERVISION EXERCISED

May exercise functional and technical supervision over library clerks, student assistants and parent volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Develop sets of catalog cards for books being cataloged by the department using a computer; file cards for processed and preprocessed books; prepare books for use in the libraries.
- Prepare MARC records for existing libraries as they become computerized.
- Perform general clerical work; type a variety of forms including, correspondence, purchase orders, requisitions and other related materials; enter information into computer; maintain files and records.
- Assist the Librarian in performing clerical duties for other libraries including, taking inventory of books, processing cataloged books, discarding books and training parent volunteers.
- Mend and repair books as needed.
- Monitor students and others using the Library in the absence of the Librarian.
- Circulate books and materials to other schools; maintain records of those items circulated.
- Assist library clerks in maintaining the physical appearance and easy access of the library.
- Transport books and other items from site to site.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic operations, services and activities of a library including, reference work and catalog filing.
- Principles of record keeping and reporting.
- Basic library terminology.
- Modern office procedures, methods and computer equipment.
- Basic principles and practices used in taking inventory.
- Alphabetical, numerical and subject matter filing systems.
- English usage, spelling, vocabulary, grammar and punctuation.
- Basic mathematical principles.

Skill to:

- Learn to operate a variety of modern library equipment including, audio-visual and computer equipment.
- Learn the procedures involved in processing and discarding books and related materials.
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Learn specialized library procedures including, in the area of circulation, reference, processing and cataloging.
- Learn and correctly interpret and apply the policies and procedures of the function to which assigned.
- Understand the organization and operation of the District library system as necessary to assume assigned responsibilities.
- Participate in the library's circulation function.
- Mend and repair books and materials as needed.

- Perform responsible and general clerical support work.
- Provide direction and training to students and parent volunteers.
- Prepare and maintain accurate and complete records.
- Compile information and prepare reports.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One year of clerical experience including, some exposure to basic library procedures.

Training:

- Equivalent to the completion of the twelfth grade.

Special Requirements:

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, stoop, reach, twist and lift 25 lbs.