

Union Public Schools Job Description

Position Title: Media Clerk
Department: School Site
Reports To: Site Administrator

FLSA Designation: Non-exempt

SUMMARY: Provides support and assistance in all services and functions of the Library Media Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assists with student instruction in computer lab.
- Software duplication of MECC programs.
- Enters all data Entry, and weekly computer procedures.
- Supervision of student library aides who operate the circulation system.
- Distributes Audio-Visual equipment.
- Schedules, check-out and inventory.
- Repairs minor equipment, cleaning and maintenance.
- Types and files catalog cards, prepares spine labels, attaches bar codes and spine labels, data entry.
- Places orders and maintains records for media ordered from the Tulsa County Film Library and Union IMC.
- Tapes off air, video cassette duplication and shelving.
- Types library correspondence, AV requisitions, order forms and purchase requests.
- Maintains an orderly library, by assisting students and staff as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED), with one (1) to three (3) years of secretarial, office or accounting experience. Knowledge of basic computer operation and computerized library management systems.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Must have strong communication, interpersonal, organizational and computer skills. Ability to establish and maintain effective working relationships with staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in data entry. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is occasionally required to move or lift equipment and supplies of various sizes and weights.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.