

Secretary II (Library/Media)

Purpose Statement

The job of Secretary II (Library/Media) is done for the purpose/s of providing support to the instructional program with specific responsibilities for maintaining the library collections at district library media center with teacher center services; identifying age appropriate resources for students and teachers utilizing library resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks.

This job reports to Coordinator, Library Media

Essential Functions

- Assists teachers, students and administrators (e.g. automated library catalog; troubleshooting; providing guidance in searches for materials for lesson plans support, etc.) for the purpose of identifying resource materials for use in classroom and class assignments.
- Coordinates assigned projects and activities (e.g. distribution of materials, etc.) for the purpose of completing activities and delivering services in a timely fashion.
- Evaluates books and/or periodicals for retention within the library collection (e.g. repairing damaged books, recommending retirement of books and periodicals, etc.) for the purpose of ensuring appropriate availability of books and library materials.
- Maintains materials inventory (e.g. library books, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials as required.
- Operates a variety of equipment and systems for the purpose of providing media production services.
- Orders supplies and equipment (e.g. educational materials using online resources; returns; tracking costs, etc.) for the purpose of ensuring inventory availability.
- Participates in unit meetings, in-service training, workshops, etc. (e.g. technology; basic laws; district policies, etc.) for the purpose of conveying and gathering information required to perform functions.
- Performs accounting and fiscal activities (e.g. collecting payment and furnishing receipts for use of planetarium, membership fees paid, laminating and binding machine costs, office budget, billing contracts, etc.) for the purpose of ensuring the accurate maintenance of the office budget and tracking of collected funds and deposits.
- Performs circulation activities (e.g. item check-in and check-out, preparation of circulation count and lists of overdue items, etc.) for the purpose of controlling the use, location, and availability of items in the collection.
- Prepares manual and electronic documents and reports (e.g. scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others.
- Processes accounts for library memberships to the lending library (e.g. school districts (public and private), etc.) for the purpose of providing and maintaining access to library resources and securing reimbursement for loses.

- Processes library books, periodicals, software and related media materials (e.g. logging into master file, bar coding, shelving, producing required reports, etc.) for the purpose of providing teacher center members with required materials.
- Responds to inquiries from a variety of internal and external parties (e.g. Bismarck staff, other public and private schools, community organizations, etc.) for the purpose of providing information, facilitating communication among parties and providing direction.
- Responds to teacher member inquiries (e.g. availability of books, appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and direction.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: library practices; and computer and Internet operations.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; problem solving; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. The job is performed in a clean atmosphere.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

SG

