

Job Description

Title: Library Processing Secretary-Support Services Center - 12 Month

Reports to: Library Services Department Head and Associate Superintendent for Educational Services

General Summary: Assists in the smooth and efficient operation of the Library Processing Center by performing a wide variety of clerical, record keeping, and bookkeeping duties with minimal supervision.

Essential Functions:

1. Answers phones, greets visitors, takes and distributes messages, responds to requests for information in accordance with district policy, and assists with communications to students and staff using tact and courtesy. (10%)
2. Prepares and distributes memos and other routine correspondence. (5%)
3. Receives, verifies, and processes shipments of library materials. Distributes library materials to appropriate schools. (10%)
4. Provides supplemental services for district library database. (10%)
5. Enters and monitors the status of all library purchase orders and corresponds with vendors as needed. Prepares spreadsheet for Rule 10 library services compliance. (30%)
6. Works with district purchasing agent in purchasing items for schools. (10%)
7. Maintains inventory and travels to schools when needed. (5%)
8. Organizes and distributes curriculum materials for Educational Services. (5%)
9. Trains and supports paraprofessionals in school libraries. (5%)
10. Coordinates returned district library media materials. (5%)
11. Able to react to change productively and handle other essential tasks as assigned. (5%)

Qualifications:

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure:
3. Experience desired:
4. Other requirements:
 - *Good English usage, spelling, grammar, and punctuation skills.
 - *Ability to type at least 55 wpm
 - *Ability to use computer, related software, spine labeling machine, pasting machine, and other office equipment.
 - *Ability to establish and maintain cooperative working relationships with staff and others.

Special Requirements:

	Occasional	Frequent	Constant
	0 - 32%	33 - 66%	67% +
1. Standing	x		
2. Walking	x		
3. Sitting			x
4. Lifting 15-20 lb max.		x	
5. Carrying 50 feet	x		
6. Pushing / Pulling	x		
7. Climbing / Balancing	x		
8. Stooping / Kneeling / Crouching / Crawling			x
9. Reaching / Handling	x		
10. Speaking / Hearing			x
11. Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Millard Public Schools Revised: May 2016