

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

CLERK, MEDIA

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Type at a prescribed rate of speed.
- (3) Computer knowledge and experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to organize and follow directions. Communicate effectively with people. Knowledge of audio-visual equipment. Knowledge of basic media procedures. Ability to set up, maintain and catalog a wide variety of materials. Knowledge of student management techniques. Ability to be flexible.

REPORTS TO:

Principal

JOB GOAL

To assist with the media program to assure students and staff are provided a quality resource learning environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Type and process orders, reports, bibliographies, forms, library schedules, letters, catalog cards and other information.
- * (2) Order, receive and process books, audio-visual materials, magazines and supplies selected for purchase.
- * (3) Maintain files of catalog cards, publishers' catalogs and computer back-up system.
- * (4) Assist with the operation of video equipment.
- * (5) Assist students and staff in locating reference materials and other instructional media equipment and materials.
- * (6) Prepare reports and perform clerical tasks as required.
- * (7) Maintain current inventory of supplies.
- * (8) Assist with the annual inventory of library materials.
- * (9) Make minor repairs of print and non-print media materials.
- (10) Assist with the general neatness and attractiveness of the library and its displays.
- * (11) Use effective, positive interpersonal communication skills.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (13) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

CLERK, MEDIA (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5

Group 3 of the ESP Salary Schedule

DOE Job Code 62093

GP 3

Revised Board Approval 04/11/2017