

# CHURCHILL COUNTY SCHOOL DISTRICT

## PARAPROFESSIONAL LIBRARY SPECIALIST

FLSA: Non-Exempt

Created: 10/2004

Last Revised: 04/2015

### DEFINITION

To perform a variety of duties in operation and maintenance of information systems; to provide vocational and educational information and/or materials to students, parents and faculty; and to perform library and clerical duties. Library Specialists will serve when a licensed librarian is not assigned to the site library.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned site Administrator. Functional and technical supervision and direction is provided by licensed staff responsible for library/media operations.

**ESSENTIAL FUNCTIONS:** - *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Assist students with research (computer and written) of materials and programs; provide information to parents/guardians and teachers as requested.
2. Maintain equipment and software.
3. Review catalog, inventory and update materials.
4. Operates computer circulation systems, including input of library data.
5. May perform minor repairs to media hardware and software and preview new materials.
6. Collect and account for money from fines and fundraisers.
7. Participate in preparation of displays and bulletin boards.
8. Duplicate and distribute materials as needed.
9. Data input on all students and staff in school; maintain and update student files.
10. May train and provide work direction to student and volunteer workers.
11. Suggests books for patrons according to age level and reading abilities and assists students and staff in locating library materials.

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12. Answers reference questions both in person and by telephone using reference tools such as computer searches to locate information requested by staff and students.
13. Responsible for keeping abreast of new books entering the department and having knowledge of current literature to use as an aid in book selection.
14. Conducts library tours for all ages, gearing activities and presentations to student level and teacher request.
15. Schedules and coordinates library use with staff to include meetings and trainings.
16. Conduct inventory.
17. Attend trainings and meetings.
18. Assists with library collection maintenance including mending and discarding of outdated and/or damaged library materials and shifting and shelving as needed.
19. Assists in ordering departmental supplies, keeps monthly statistics, prepares displays, checks new books for accuracy, and creates flyers to announce programs.
20. Assists with checking in and processing new library materials as required including books, magazines, and newspapers.
21. Assists in maintaining a current repertoire of stories, and songs for story times and tours.
22. Assists with the day-to-day operation of the circulation desk; answers questions and checks out material for circulation; receives and transmits patron requests for books, media, and information; locates and reserves books and media for circulation; issues library cards; and collects monies for overdue or damaged books and media.
23. Stays in contact with and refers questions to the District's Librarian and other Library staff throughout the District.
24. Keeps record and replaces lost and damaged books.
25. Assist teachers with programs for their students.
26. Maintain library budget.

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**QUALIFICATIONS:** *Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

### **Knowledge of:**

- Computers and terminology, programs;
- Basic library and media terminology;
- Modern office practice, procedures and equipment;
- Principle and procedures of record keeping techniques;
- Maintain and perform basic repairs on audiovisual equipment;
- Basic report writing;
- Operate standard and specialized office machines and equipment applicable to assigned operations;
- Work independently with little direction;
- Perform alphabetical and numerical filing with accuracy;
- Learn and interpret district policies, procedures, provide answers to questions from students and teachers;
- Library system automated database for information retrieval;
- The location of books, periodicals and other materials in the library;
- Processing procedures for the library;
- Library circulation procedures;
- Dewey Decimal system of classification;
- Cataloging principles;
- Standard library functions, methods, and organization;
- Interpersonal skills using tact, patience, and courtesy; and
- Children and adult programming.

### **Skills to:**

- Perform basic math skills;
- Communicate clearly and concisely, both orally and in writing;
- Utilize telephone techniques and etiquette;
- Type and enter data necessary for the job;
- Communicate library system policies, procedures, methods, and terminology; and
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

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### **Ability to:**

- Work under general supervision to perform directed work within the time outlined;
- Perform library duties in areas such as collection development, reference, copy-cataloging, interlibrary loan, and circulation;
- Perform alphabetical and numeric filing in relation to shelving library materials;
- Maintain accurate records and prepare basic required reports;
- Effectively represent library services with the public;
- Assist patrons in locating and utilizing library materials;
- Locate library regulations, policies, and procedures;
- Communicate effectively both orally and in writing;
- Maintain library in a neat and orderly condition; and
- Pass the Library knowledge and skills exam.

**EXPERIENCE AND TRAINING GUIDELINES** - *Any combination of experience and training that would provide the required knowledge, skills and abilities are qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

### **Experience:**

Four (4) years library work experience preferably in an educational environment. General clerical experience, preferably in an educational environment.

### **Training:**

Possession of a high school diploma or its equivalent (GED).

### **Required Certification and Licenses:**

Must possess and maintain a valid Nevada Driver's License.

Completion of an associate's degree or completion of library science courses and additional education courses are preferred.

Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

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**Physical and Mental/Intellectual Requirements:** *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, and coordination to use a keyboard and video display terminal for prolonged periods. Cognitive ability to operate a word processing and databases. Strength and stamina to bend, stoop, reach, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of books, magazines, files, stacks of paper or reports, references, and other materials weighing up to 25 pounds. Occasionally lifts or moves objects weighing fifty pounds (50) or more.

Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records is necessary. The ability to effectively communicate in person, via telephone, or electronic means as appropriate. Routine walking, standing, with occasional sitting.

**Please see chart below indicating specific physical requirements.**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

### PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting		X		
Standing			X	
Walking				X
Bending/Stooping/Squatting/Twisting				X
Crawling	X			
Kneeling			X	
Reaching above the body				X
Reaching away from body				X
Climbing Stairs		X		
Climbing while working (ladders, stools, roofs, poles)	X			
Balancing			X	
<b>Lifting &amp;/Or Carrying objects:</b>				
50 Pounds or 1/3 Bodyweight	X			
Pushing		X		
Pulling		X		
Grasping/Gripping				X

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Handling				X
Applying Torque (arms)				X
Fine Manipulation			X	
Repetitive Work				X
Weight Barring		X		
Typing, Keyboarding, or Entering Data				X
Computer Monitor/CRT				X
Driving a Vehicle	X			
Working Alone				X
Operating Machinery or Equipment:		X		
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
<b>Work Conditions:</b>				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours				
<b>Senses:</b>				
Eyes				X
Visual Demanding Work				X
Near Vision				X
Far Vision				X
Depth Perception			X	
Basic Color Discrimination			X	
Audio Arms			X	
Ability to Smell	X			

**Working Conditions:** *Work is performed under the following conditions:*

Work environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Work is normally performed inside where the lighting is good and the noise level is generally quiet. Frequent interruptions to planned work activities occur.

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_