

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6740
 Pay Grade: D05

FLSA: Non-Exempt

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| LIBRARY / MEDIA ASSISTANT |
| REPORTS TO: Principal |
| SUPERVISES: Not Applicable |
| QUALIFICATIONS: Graduation from high school or possession of a GED, with skill in typing, plus at least six (6) months' general office experience; or an equivalent combination of education, training, and experience. |
| PREFERRED: Previous experience in a school library or public library setting. |
| MAJOR FUNCTION |
| Performs simple to complex clerical work of a routine nature, within school Library Media Center operations. Duties are varied and include typing and application of knowledge on standard library practices and procedures, involving printed books, digital resources, and related materials. Work is performed under direct supervision of a Library Media Technology Specialist with some independence and use of some independent judgment. |
| ESSENTIAL RESPONSIBILITIES |
| <ul style="list-style-type: none"> • Creates, types and processes a variety of forms, letters, memos, cards, labels, purchase orders, etc. relevant to the operations of a school library and school library program. • Utilizes department's computer for overdue material and/or library inventory control and enters data as needed. • Answers telephones; operates a variety of office machines including laminator and copier; reviews and distributes all mail and internal mail. • Maintains a variety of files and filing systems including addresses and resource information on publishers and suppliers, purchase orders, card catalogs, circulation records, etc. • Responsible for the circulation of books, periodicals, magazines, and other related materials to students and faculty. • Performs general housekeeping tasks including straightening shelves, reshelving books and magazines, etc.; checks equipment to ensure proper operations. • Maintains inventory of office supplies and reorders as needed. • Repairs and reinforces books and related instructional materials. • Directs and assists students and faculty in locating books, digital resources and reference materials, etc. as required. • Provides lead direction to student assistants and volunteers in performing routine library tasks. • May process books and materials for specialized or technical subjects, not routinely processed through Media Services. • Receives and verifies new book and/or equipment orders against purchase order for payment or replacement. • Performs other related duties as assigned. |

LIBRARY / MEDIA ASSISTANT

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 established by the District.

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

The above statements 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 and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 6/87 MW; BOARD APPROVED: 9/23/87; REVISED: 9/89 MW (D&R); REVISED: 5/90 MW (Subheadings)x;
REVISED: 7/90 MW (Title); BOARD APPROVED: 8/22/90; MQ's REVISED: 5/03 AK; BOARD APPROVED: 6/17/03;
FORMAT & WC REVISED: 8/04 AK; REVISED: FORMAT, MQ, MF, ER 07/24 BS BOARD APPROVED: 08/21/24

LIBRARY / MEDIA ASSISTANT

| WORKING CONDITIONS & PHYSICAL EFFORT: | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds | | | X | | |
| 2. Lift objects weighing 21 to 50 pounds | | X | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | | | X | | |
| 6. Carry objects weighing 21 to 50 pounds | | X | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | X | | |
| 11. Standing for more than two hours at a time | | | X | | |
| 12. Stooping and bending | | | X | | |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | X | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | | | X | | |
| 19. Proofreading and checking documents for accuracy | | | X | | |
| 20. Using a computer to enter and transform words or data | | | X | X | |
| 21. Using various technology tools | | | X | X | |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | | X | | | |
| 26. Operating automobile, vehicle, or van | X | | | | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |

LIBRARY / MEDIA ASSISTANT - PESPA