

Job Title:	LIBRARIAN	Reports to:	Principal
FLSA status:	Non- Exempt	Supervisor duties:	None
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	This position supervises the operation of the library/media center; working closely with students and staff to provide the variety and range of materials that will enrich the curriculum, stimulate growth, and challenge students in their research, study and lifelong learning.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assumes the leadership role in the library.
- Acts as a resource specialist for students, teachers and administrators.
- Provides reference assistance to the community when such assistance is deemed appropriate and necessary.
- Assumes those administrative responsibilities assigned by the principal in connection with the library.
- Coordinates the scheduling of class visits to the library.
- Oversees the circulation of audiovisual materials throughout the school ie; Chrome Carts and ITVs.
- Evaluates and requisitions all library materials.
- Subscribes to appropriate on-line resources and library automation databases.
- Catalogs all library materials and supervises book processing activities.
- Conducts a yearly inventory of the library book collection.
- Orients new teachers.
- Provides library orientation for freshmen students.
- Advises the principal concerning problems in the library.
- Discards obsolete, or badly worn, materials from the library collection.
- Supervises the expenditure of federally subsidized library funds.
- Monitors the behavior of students in the library.
- Coordinates the repair and maintenance of copy machines in main building.
- Generates list of library fines and works directly with bookstore manager as said manager collects and clears library fines.
- Schedules and supervises lamination activities with other district schools.
- Oversees class scheduling of the Open Computer Lab.
- Acts as representative for the Yavapai Library Network and participates in YLN management meetings.
- Supervises the distribution of instructional resource center materials to other district schools.
- Participates in monthly department chair meetings
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to supervise and work successfully with students.
- Knowledge of various word processing programs and educational computer programs.
- Knowledge of library organization and computer card cataloging

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent, Associate's Degree preferred
- Minimum of three years experience in employee benefits procedures
- Interest in library work with experience in automated library systems as well as computer-based book processing.

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.