



Classification Summary

Provide technical assistance and respond to problems and training needs encountered by users of the school library automation system. Process, receive and prepare instructional materials for circulation and delivery to schools and departments, Verify shipments, spine labels and other identification materials; and process all documents and paper work associated with media services. Perform other related media duties as required.

Supervisory Relationships

Reports to the Instructional Materials Coordinator. May exercise technical supervision/leadworker responsibilities of other Senior Media Clerks and lower level Media Clerks. Provide media systems training to users.

Distinguishing Characteristics

1. Positions in this classification are distinguished from other media clerks by its primary focus on the implementation of the library automated systems and the associated problem solving and training services provided to the system users. In addition, it is distinguished by the variety of assigned duties and responsibility areas which may include both media material processing, receiving and distribution.
2. Positions in this classification are normally allocated in the Media Center at the Education Center.

Examples of Duties

(Any one position may not include all of the duties listed, nor do the listed examples include all duties found in position of this classification. The following are examples only and are not intended to be all inclusive or exclusive.)

1. Provide technical assistance and assist in problem solving with school personnel concerning the operation of the library automated system.
2. Provide training in utilizing the library automated system.
3. Contribute to the development of training manuals and workshops about library automation.
4. Develop and maintain document retention and records management systems for materials received and processed.

Minimum Qualifications for Class Entry

Graduation from a senior high school or equivalent; and at least two years of clerical/secretarial experience of which one year was in the performance of library/IMC clerical work.

Work Environment

Work is performed at the Media Center in the Education Center and also at a site library. Work involves lifting of boxed shipments. May be required to operate a forklift truck.