

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL MEDIA SERVICES ASSISTANT II (Range 16)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex duties in the processing and circulation of books and instructional media materials.

DISTINGUISHING CHARACTERISTICS:

Instructional Media Services Assistant II incumbents perform complex duties in the processing of instructional materials.

REPRESENTATIVE DUTIES:

Perform complex duties associated with the processing and circulation of library and textbooks, audio-visual and other instructional materials. *E*

Process audio-visual aides and other instructional materials for circulation. *E*

Prepare books for cataloging or processing; type, proof and file catalog cards, stamp and label instructional media with identifying information. *E*

Complete descriptive cataloging and determine appropriate information; assign, revise and delete catalog code numbers as needed. *E*

Prepare and maintain required control lists, records and files. *E*

Pull, shelve and box books and audio-visual materials; repair and replace used materials for circulation. *E*

Operate a variety of office and specialized instructional media equipment. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Types and uses of instructional media and materials.

Procedures for processing instructional materials and library books.

Practices and terminology for ordering, receiving and distributing IMS materials.

Audio visual equipment and modern media materials.

Operation of a computer terminal and data entry techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Operate, adjust, service and circulate audio visual equipment and media materials.

Perform technical library duties related to the circulation and processing of books, periodicals and other library materials.

Process and shelve media center materials and equipment.

Perform routine and general clerical activities associated with the receipt, processing, circulation and storage of books, audio-visual and instructional materials.

Process and shelve media center materials and equipment.

Learn to operate various types of audio-visual equipment, including projectors, VCR and microcomputer.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer terminal to enter data, maintain records and generate reports.

Learn department and program objectives and goals.

Answer telephones and greet the public courteously.

Type at 40 words per minute from clear copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years clerical experience, including at least one year in an IMS environment processing and distributing instructional and library materials.

LICENSES AND OTHER REQUIREMENTS:

Pass a basic library skills test at 75% proficiency.

WORKING CONDITIONS:**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate equipment.

Bending at the waist.

Carrying, pushing or pulling.

Seeing to observe instructional equipment and materials.

Lifting moderately heavy objects.