

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL MEDIA SERVICES ASSISTANT I (Range 12)**

#### **BASIC FUNCTION:**

Under the direction of an Instructional Media Services (IMS) Supervisor or the District Librarian, perform a variety of clerical duties related to the provision of either Library or Media services for district sites.

#### **DISTINGUISHING CHARACTERISTICS:**

Instructional Media Services Assistant I incumbents perform routine clerical duties in support of the Instructional Media Services Center. Instructional Media Services Assistant II incumbents perform complex duties in the processing of library materials.

#### **REPRESENTATIVE DUTIES (Library Services):**

Process books and other materials for use in site libraries including typing, cataloging, and purchasing information, spine labels, mylaring book covers, preparing master inventory cards and lists, typing order lists, filing cards, and preparing materials for distribution to site libraries. **E**

Operate a variety of equipment including a computer terminal, typewriter, and copier. **E**

As directed, provide a variety of information and assistance to teachers and other library users concerning the availability and pricing of instructional materials, equipment, and supplies. **E**

#### **REPRESENTATIVE DUTIES (Media Services):**

Process requests for media from teachers and other users and prepare orders for delivery according to approved procedures. **E**

Process and prepare new media such as videocassettes, laser discs and multi-media kits for inclusion in the collection and future circulation. **E**

Check-in media, inspecting for damage and needed repair; re-shelve or re-route to proper location; repair, clean, and organize materials as necessary. **E**

Operate a variety of equipment including a computer terminal, typewriter, copier, and VCR. **E**

Maintain a variety of records, logs, catalogs, lists, and files related to the use and inventory of media. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Library methods and procedures related to the processing and circulation of books and other instructional materials.

Operation, use and general maintenance of an instructional media center.

Library terminology, practices and procedures.

Library materials and equipment used in instructional programs.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

**ABILITY TO:**

Assist in the operation and maintenance of a District instructional media services center.

Perform a variety of library duties related to the processing and circulation of instructional library/media materials.

Perform library clerical duties with speed and accuracy.

Operate equipment available in Instructional Materials Services Center.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Type at 40 words per minute with accuracy.

Pass a Basic Library Skills Test at 75% proficiency.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of varied library experience.

**WORKING CONDITIONS:****ENVIRONMENT:**

District instructional media services center.

**PHYSICAL ABILITIES:**

Lifting, pushing and pulling objects weighing up to 40 pounds.

Bending, reaching, and stooping to retrieve various instructional media materials.

Seeing to select media materials.

Walking and standing for extended periods of time.

Reaching horizontally and above the shoulders to shelve media equipment.

Bending and kneeling.

Dexterity of hands and fingers to operate a computer terminal and standard library equipment.

Hearing and speaking to exchange information.