

## **CURRICULUM LIBRARIAN**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the general supervision of the Director of Curriculum, will perform a wide variety of responsible tasks connected with the operation of a District curriculum library.

### **ESSENTIAL JOB FUNCTIONS:**

- Performs routine but specialized clerical functions in connection with the acquisition; receipt, cataloging, circulation, or use of library books and materials
- Prepares, types and processes orders for books, magazines, science curriculum supplies
- Supports the full implementation of the district adopted curriculum (i.e., Science kits, language arts materials, testing supplies, CAPA testing kits, preschool orientation kits, etc.)
- Checks books and supplies received against invoices
- Records and stamps identifying information into new books
- Communicate with vendors and district personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to purchase orders, invoices, statements, deliveries, and payments
- Maintains Follett database for checking in and out books and materials; Adds all new material to database
- Does simple lettering, binding, and mending of books and pamphlets
- Answers routine reference questions and assists patrons in the use of library facilities and resources
- Charges and discharges books and other library materials
- May arrange book displays and makes posters
- Operates and cleans duplicating equipment
- Operates and maintains laminating equipment
- Prepares circulation and book fine reports
- Maintains alphabetical, numerical, or chronological files
- Supervise and provide work direction to assigned employees and temporary help

### **EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Acquainted with library functions and procedures
- Ability to operate a computer to access a variety of records and information, generate reports, and records; operate a wide variety of standard office equipment
- Learn and interpret rules and regulations
- Perform clerical duties accurately and rapidly
- Answer questions in person or by telephone

### **KNOWLEDGE OF:**

- Machines, equipment and their functions
- Library functions and procedures
- Business English, including vocabulary, spelling and punctuation
- Telephone procedures and techniques
- Record keeping and scheduling
- Typing and filing
- Office practices and procedures

**SKILL AND ABILITY TO:**

- Follow oral and written instructions
- Read and write at a sufficient level to successfully perform the required duties
- Organize a task and carry to completion with efficient use of time
- Be self directed
- Possess effective communication skills
- Work cooperatively with others
- Hear and understand speech at normal levels
- See and read printed material
- Write legibly
- Bend, twist, kneel and stoop
- Lift and carry forty (40) pounds
- Reach in all directions
- Speak clearly and effectively
- Sit and stand for periods of time

**WORKING CONDITIONS:**

- Warehouse and library environment

**PHYSICAL FUNCTIONS:**

- Sitting and standing for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboards and other office equipment
- Reaching overhead, above the shoulders, and horizontally
- Bending at the waist and kneeling or crouching to retrieve and store files and supplies from cabinets and shelves
- Hearing and speaking to exchange information in person or on the telephone
- Light to moderate lifting and moving of books, book trucks, and freight

**EDUCATION AND EXPERIENCE:**

- Equivalent to high school diploma
- Six (6) months experience in a school or district library

**WORK YEAR:**

Work year is two hundred twenty-five (225) days, plus paid holidays, plus paid vacation

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**