
Iowa City Community Schools
Job Description
Library Secretary

Qualifications:

Appreciation of children and their diverse needs
Familiarity with library operations desirable
Ability to respond to the needs of and cooperate with staff
Ability to be flexible, prioritizing tasks to be completed
Commitment to accuracy
Organizational skills
Secretarial/clerical experience preferred
Knowledge of computers desirable

Job Goal: Assisting the teacher librarian in providing access to the library facility and collection. The secretary works under the direction of the teacher librarian, with formal evaluation by the building principal.

Responsibilities:

1. Circulation, Maintenance and Operations:
 - ◆ uses the automated circulation system to check materials and equipment in and out
 - ◆ shelves or files materials and keeps collection orderly
 - ◆ checks materials for damage or completeness when returned and repairs as needed
 - ◆ prepares and distributes overdue notices and lists
 - ◆ maintains orderly and attractive appearance of the library
 - ◆ attends to equipment problems such as replacement of bulbs, batteries, cartridges, basic troubleshooting, and loading software
 - ◆ assists in inventory of materials, equipment and supplies
 - ◆ prepares materials for bindery.
 - ◆ keeps records of equipment repair and preventative maintenance
 - ◆ maintains materials records in the automated library system; adds new materials and deletes withdrawn items
 - ◆ makes requests to District Media Center and other schools for loan of materials and equipment.
 - ◆ prepares and circulates materials and films from Grant Wood AEA and other schools and insures their return
 - ◆ assists in scheduling and monitoring usage of the library and computer lab

2. Clerical Duties

- ◆ maintains database records for materials and equipment
- ◆ maintains files of catalogs for print and non-print materials.
- ◆ prepares new materials list.
- ◆ unpacks and checks new materials and equipment and verifies with order.
- ◆ prepares materials and equipment for use as needed.
- ◆ checks in periodicals and routes to teachers as requested
- ◆ searches for and establishes bibliographic data for ordering.
- ◆ delivers, receives, and sorts library mail.
- ◆ answers the telephone.
- ◆ prepares and duplicates orders, correspondence, reports, notices, lists, bibliographies and instructional materials
- ◆ maintains computerized budget records and reconciles budget with business office accounting statements.

3.. User Assistance

- ◆ assists with location and use of materials and information
- ◆ assists with computers and other equipment.
- ◆ cleans computers, keyboards, mouse. Maintains the use of hand sanitizer in computer lab.
- ◆ assists with the laminator, as building requests. Supply the laminate and troubleshoot.
- ◆ videotapes programs off-air for classroom use
- ◆ pulls requested materials for teachers
- ◆ assists with instruction in computer lab and library

4. Supervision

- ◆ reminds students of appropriate behavior in the library and refers behavior problems to the teacher librarian or, in her absence, to the classroom teacher.
- ◆ assists in supervision of volunteers.

5. Other tasks as assigned.