

District Media Circulation Clerk

Iowa City Community School District
Job Description

Qualifications:

Minimum:

- High school diploma
- Typing proficiency at 45 wpm
- Accuracy/attentiveness to detail

Preferred:

- Experience using a computer for database management and word processing. Successful clerical experience.
- Familiarity with library operations.

Reports to: Library Media Coordinator

Job Goal:

- Circulate instructional materials to teachers throughout the district.
- Maintain inventory of available materials and supplies.

Criteria:

- Evidence of strong academic background.
- Ability to relate to and work with people.
- Self-starting; able to work independently.
- Display positive attitude; eager to provide service.
- Flexibility.
- Knowledgeable in the area of computers and AV equipment.
- Evidence of organizational skills.

Responsibilities:

- Circulate instructional materials to schools, and maintain accurate records of their circulation.
- Assist with records for repair, maintenance and inventory of audio-visual and computer equipment.
- Check all materials for completeness each time they are returned from a school and before they are sent to another school. Maintain a reserve system so that teachers can request in advance materials to be sent to them when needed.
- Circulate professional periodicals to staff throughout the district and maintain records of their receipt and circulation.
- Assist visitors to the center in locating materials and using equipment.
- Maintain catalog and computerized inventory of materials.

Prepare and distribute lists of new materials.
Re-shelve materials, keeping good order throughout the center.
Maintain file of publishers catalogs.
Maintain inventory of supplies and assist with ordering.
Answer the telephone for the District Media/Tech Center.
Order non-print materials for preview, as requested by teacher librarians and curriculum coordinators. Maintain accurate records accounting for the materials. Return them to the company or arrange for payment, as appropriate.
Upon request, prepare purchase orders. Ascertain pricing information.
Assume other duties as assigned.

Contract: 200 days