

Iowa City Community Schools

Job Description Media Processing Secretary

Qualifications: High School Diploma

Criteria: Ability to manipulate books and other media
Basic computer skills to adequately utilize automated library databases and provide clerical support.
Basic knowledge of library operations
Ability to work with people
Accuracy and attention to detail abilities
Evidence of organizational skills
Flexibility

Reports to: Library Coordinator who is responsible for formal evaluation.

Job Goal: Facilitate access by processing materials for library centers in the Iowa City Community School District and assisting cataloger with maintaining bibliographic records in the Union catalog.

Specific responsibilities:

- Prepare print and non-print materials for circulation with labels, book jackets, property stamps, packaging, etc. according to district standards and library specifications.
- Package materials for shipment to library.
- Respond to questions in person or via telephone regarding processing center activities.
- Provide clerical support by running reports, maintaining lists of materials, generating labels, etc.
- Assist cataloger to maintaining the union catalog.
- Record and tabulate processing statistics.
- Assist cataloger in maintaining the supply inventory for processing center.
- Assume other duties as assigned.

Hours/Salary: Class II Secretary Position. 8 hours per day. 200 day contract. Vacation days per negotiated agreement.