

## **Hobbs Municipal Schools Job Description**

**Position:** Library Clerk

**Supervisor:** Principal, Librarian

**General Job Description:** Process books and non-print media for HMS, and maintains records for these items.

**Qualifications:**

1. High school diploma or GED. Additional education and/or training desirable.
2. Possess or qualify for a New Mexico Level III Educational Assistant License.
3. Ability to respect confidential matters; follow directions (oral and written); work positively and cooperatively with students, staff and parents; use current technology for instructional management needs; to write and speak clearly and accurately.
4. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Learn and effectively use InfoCentre, the district library management software system.
2. Knowledge and use of current software.
3. Use of various office machines, including computer and printer, photocopier, typewriter, calculator, telephone, FAX and laminator.
4. Prepare purchase orders.
5. Check in and process shipments of books from book vendors.
6. File purchase order, catalogs and correspondence in a systemized manner.
7. Prepare new library materials, including application of school ownership stamp, attaching of new labels, and covering materials as necessary.
8. Prepare materials for pick up and delivery to district elementary schools
9. Check library materials in and out and collect fees and fines.
10. Maintenance of the periodicals collection.
11. Shelve books and periodical reading shelves.
12. Assist students and teachers in locating materials.
13. Assist in the management of library computer workstations.
14. Assist with the end of the year inventory.
15. Assist with textbook checkout and check in.
16. Promote effective use of the library.
17. Work in conjunction with teachers and administrators in planning and implementing a program of user guidance and a sequential program of library skills instruction.
18. Organize and manage the library in accordance with established written policies and procedures.
19. Promote effective use of the library and its services.
20. Follow district policies and administrative rules and regulations.
21. Maintain behavior appropriate to performing and accomplishing assigned duties.
22. Know what to do to successfully complete assigned work.
23. Other tasks as assigned by the immediate supervisor.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.