

Hobbs Municipal Schools

Job Description

Position: Elementary Libraries Office Clerk

Supervisor: Elementary Libraries Specialist, Assistant Superintendent for Curriculum, Deputy Director for Elementary Curriculum

General Job Description: The Elementary Libraries Office Clerk performs clerical and library technical duties of a wide variety using established standards, procedures, and methods.

Qualifications:

1. High school diploma or GED.
2. Must be able to pass employment verification.
3. Ability to respect confidential matters; follow directions (oral and written); work positively and cooperatively with staff, and administrators; communicate effectively; use current technology; learn library classification system; write and speak clearly and accurately; ability to use various office machines including computer, printer, photocopier, calculator, laminator, telephone, and FAX.

Essential Duties and Responsibilities:

1. Assist in preparing purchase orders for all 13 elementary libraries.
2. File purchase orders, catalogs and correspondence in a systemized manner.
3. Maintain accurate records of all expenditures for all 13 elementary libraries.
4. Adhere to the regulations of the New Mexico State Procurement Code.
5. Receive, unbox, check in and apply the school ownership stamp to shipments from vendors for elementary library orders.
6. Catalog and process all elementary libraries materials received, including materials from donations and district money.
7. Follow a comprehensive and effective system for cataloging library media materials using Alexandria.
8. Perform original cataloging of print materials when necessary.
9. Prepare all materials to be shelf ready; by attaching barcode and spine labels and attaching covers to materials as necessary.
10. Box shelf ready materials and prepare work order for pick-up and delivery to the elementary libraries.
11. Assist in maintaining each of the 13 databases for the elementary libraries' materials collections.
12. Attend library in-service meetings and trainings when scheduled by the Elementary Libraries Specialist.
13. Effectively use the district email system to communicate to school and district staff.
14. Follow district policies and administrative rules and regulations.
15. Maintain behavior appropriate to performing and accomplishing assigned duties.
16. Plan and prioritize to successfully complete assigned work.
17. Perform other duties as assigned by the Elementary Libraries Specialist.

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. Frequent travel within the district.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving boxes 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.