Resource Assistant

Purpose Statement
The job of Resource Assistant is done for the purpose/s of providing support to the instructional program with specific responsibilities for performing clerical functions related to collection, processing, and inventorying library materials and/or textbooks.

This job reports to the Library Media Coordinator

Essential Functions
- Assists Library Media Coordinator and Media Processor for the purpose of identifying resource materials for use in schools.
- Maintains surplus instructional materials inventory for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Organizes and records discarded library books and textbooks for the purpose of preparing items for resale on district selected online website.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Processes library books, textbooks, software and related media materials (e.g. receiving and shipping materials; bar coding, shelving, etc.) for the purpose of providing students and staff with required materials.

Other Functions
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Responds to inquiries of Library Media Coordinator and/or Media Processor (e.g. availability of instructional material, etc.) for the purpose of providing information and/or direction as required.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: library practices; and computer and Internet operations.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with
equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships.

**Responsibility**
Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization’s services.

**Working Environment**
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed in a clean atmosphere.

**Experience**
Job related experience is desired.

**Education**
High school diploma or equivalent.

**Equivalency**

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