

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 sale 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

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt