



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

POSITION TITLE: Library Media Clerk (Schools & Vocational Centers)  
JOB CODE: MM-004  
CLASSIFICATION: Non-Exempt  
PAY GRADE: 12  
BARGAINING UNIT: FOPE - Clerical  
REPORTS TO: Administrator/Principal or Designee  
CONTRACT YEAR: 196 Day Calendar or Year-Round Calendar

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**POSITION GOAL:**

To perform clerical and administrative tasks in support of ~~assist in~~ the efficient and effective operation of the media center.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Library Media Clerk (Schools & Vocational Centers) shall carry out the essential performance responsibilities listed below.

- ~~perform~~ Perform circulation tasks and maintain attendance statistics.
- ~~produce~~ Produce and distribute overdue notices.
- ~~shelve~~ Shelve and maintain materials ~~and maintain in an orderly fashion~~ arrangement of materials.
- ~~assist~~ Assist students and teachers ~~in using~~ with the use of library information center resources and technologies.
- ~~assist~~ Assist ~~with~~ small groups and individuals with media skills instruction.
- ~~monitor~~ Assist and monitor students ~~and assist them~~ in locating library materials.
- ~~locate~~ Locate and maintain materials and equipment for teachers and students.
- ~~prepare~~ Prepare correspondence, reports, and bibliographies.
- ~~maintain~~ Maintain records, inventories, and bookkeeping accounts.
- ~~assist~~ Assist in maintaining the electronic catalog and patron records.
- ~~assist~~ Assist with the annual inventory of the collections.
- ~~assist~~ Assist in the production of materials, ~~such as including~~ including photocopying, laminating, videotaping, scanning, etc.
- ~~assist~~ Assist in the maintenance and repair of print materials.
- ~~assist~~ Assist in ~~creating an attractive and inviting environment~~ maintaining a clean, neat and orderly work environment.
- ~~assist~~ Assist in the operation and minor repair of audiovisual equipment and computer hardware.
- ~~prepare~~ Prepare orders and assist in their receipt.
- Conduct inventory to ensure adequate availability of ~~and maintain~~ supplies.
- ~~check~~ Check lists and bibliographies to determine availability of materials.
- ~~perform~~ Organize inter-library loan activities and maintain ~~the records~~ of transactions.
- ~~assist~~ Assist in the preparation of displays and bulletin boards.
- ~~interact~~ Interact effectively with the general public, staff members, students, teachers, parents, and administrators using tact and good judgment.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of ~~the~~ The School Board of Broward County, Florida.
- ~~participate~~ Participate ~~successfully, in the~~ training programs offered to ~~increase~~ enhance the individual's skills and proficiency related to ~~the assignment~~ job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to ~~job responsibility~~ responsibilities.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow federal and state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by the administrator/principal or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- ~~Work experience should have demonstrated the ability to perform multiple and diverse duties following standard practices.~~
- Knowledge of clerical practices and procedures including filing, answering telephones, or utilizing standard office equipment.
- Effective interpersonal and communicate skills.
- ~~Must have passing test scores:~~
  - ~~Computer Keyboard Skills:~~
    - ~~Speed 40~~
    - ~~Accuracy 70~~
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- ~~Prefer one One (1) year of school-based or other related work experience related to the title of the position, which has provided knowledge of basic library practices/procedures, including the Dewey Decimal and library automation systems.~~
- Knowledge of basic library practices and procedures, including the Dewey Decimal and library automation systems.
- Knowledge of library resources and databases preferred.
- Bilingual skills preferred.
- ~~The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job.~~

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Works with district, school-based personnel, parents and students to perform daily tasks.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 2/2/78  
ER80-12 Approved: 10/2/80  
Revised: 11/17/92 &  
Adopted: 12/1/92  
Revised: 4/1/2003  
Adopted: 5/6/2003  
Board Adopted: 6/1/04  
Board Adopted: 12/7/04