



JOB DESCRIPTION

Job Title	Instructional Media Secretary
Department	Division of Teaching & Learning
Reports To	Director of Technology
Classification	Hourly Classified
Location	District Office
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Instructional Media Secretary assists the Media and Technology Integration Manager and other Media staff by ordering all resources, managing common school fund budgets and other budgets, and providing secretarial assistance to department staff and visitors. The Library Media Secretary performs responsible financial and office work in the Library Media Office involving a considerable degree of independent judgment and initiative.

Essential Job Functions

- Provides clerical assistance to the Media and Technology Integration Manager and other department staff as needed.
- Answers phones, greets visitors, and provides information as requested and represents the department through telephone, written, and personal contacts.
- Ensures in the supervisor's absence that requests for action and information are handled or referred in a timely manner.
- Screens and summarizes content of incoming materials and briefs supervisor regarding important issues or conflicts.
- Lead, train, and team with other members of Media Services.
- Searches for ordering information on the Internet.
- Provide processing specifications for vendors on book orders.
- Monitors and keeps log of the item barcode ranges used for book orders.
- Orders library books, databases, and other electronic resources for school library media centers, K-12.
- Orders books for non-library accounts.
- Orders digital resources for library and non-library accounts, K-12.
- Orders library supplies once annually for all schools and Media Services dept.
- Orders periodical, newspaper, and database subscriptions for all schools plus central office.
- Orders replacements for elementary textbooks, workbooks, science, math, reading, maps, globes, etc.
- Assists with ordering books for classroom as well as Title funded book orders.
- Checks in orders delivered to the Central Office as needed.

- Contact vendors to solve problems with orders and invoices.
- Receives in orders and authorizes invoices for payment.
- Monitors P-Card transactions and posts account numbers monthly.
- Manages the Common School Fund Accounts for all schools.
- Manages Resource Distribution budget and accounts.
- Manages Media Services budget and accounts.
- Sends regular budget balance reports to Media and Technology Integration Specialists.

Ancillary Job Functions

- Requests interlibrary loans as needed.
- Catalogs items in the Library Management System as needed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Minimum of one year related library/office experience.
- Experience with computers, including Microsoft Office programs.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience in a library media center.
- Experience using library automation software.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to operate various office machines (computer, telephone, copier, etc.).
- Proficiency in Microsoft Office programs and ability to perform data entry.
- Excellent interpersonal skills.
- Ability to function independently and make judgment calls.
- High level of organizational proficiency and ability to multitask successfully.
- Ability to interpret and communicate departmental and district policies, rules, and regulations.
- Maintains a high degree of confidentiality on sensitive issues.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to handle detailed record keeping.
- Strong organizational skills.
- Ability to solve problems independently and to provide leadership.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment.
- Moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Frequently required to talk and listen.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, climb/balance, or stoop/kneel/crouch.
- May be required to lift up to 30 pounds.