

**Position** District Media Secretary

**Job Summary** Provides media support for District 90 staff and students through the procurement and disbursement of AV equipment, supplies and materials, provides ID services for district staff and students; maintains library database of materials and patron information; provides a wide range of office duties and prepares and processes a variety of documents including invoices, orders, requisitions, etc.

**Qualifications**

1. Knowledge of databases, library automation systems, online library systems, and general knowledge of computer operations
2. Knowledge of AV equipment operation and maintenance
3. Ability to communicate effectively with students, staff, parents, and community while projecting a positive image that enhances the library media center's mission.
4. Knowledge of basic secretarial proficiency including records management, filing systems, communication skills and office technology procedures.
5. Basic knowledge of library functions, procedures, operations and organization
6. Appropriate spelling and grammar knowledge
7. Minimum 30 college semester hours

**Reports to:** District Media Specialist and Building Principal

**Knowledge/Skills/Abilities:**

Communication Skills:

Ability to write accurate reports, and correspondence consistent with the duties of this position.

Ability to effectively present information and respond to questions from students, faculty and staff.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals consistent with the duties of this position.

Ability to compute rate, ratio, and percent consistent with the duties of this position.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills And Abilities:

Must have strong communication, computer and interpersonal skills.

Must have ability to learn and utilize new software programs as systems are upgraded.

Ability to establish and maintain effective working relationships with staff and the school community.

Ability to perform several tasks simultaneously.

Ability to speak clearly and concisely both in oral and written communication.

**Physical Demands:**

While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts and may be required to lift and push moderately heavy loads of material and spend extended time in front of computer terminals.

**Supervision:**

Supervises students in media center.

**Evaluation:** Evaluated annually by building principal and District Media Specialist using O’Fallon School District 90 Supportive Personnel Evaluation Form

**Responsibilities**

1. Catalogs District media materials
2. Travels to District media centers to catalog donated materials and maintain library catalog and database
3. Supervises media center volunteers
4. Takes ID pictures and replaces ID cards for Fulton students and district staff when Media Clerk is unavailable
5. Checks in /checks out and shelves material when Media Clerk is unavailable.
6. Maintains district media records
7. Maintains library patron data for district
8. Maintains files
9. Maintains petty cash
10. Maintains good public relations
11. Communicates with building principals when needed.
12. Provides technical support for AV equipment
13. Maintains, organizes and circulates Fulton AV equipment
14. Types routine correspondence and other written items
15. Distributes materials to various school media centers
16. Purchases and delivers AV equipment and media materials to schools
17. Takes yearly inventory of instructional materials and equipment in conjunction with media assistants
18. Determines supply needs of district media centers and requisitions materials, supplies, and equipment as necessary
19. Manages Media budget account and expenditures
20. Checks in all new materials
21. Coordinates repair of AV equipment
22. Places orders for non public schools when appropriate
23. Processes materials for non public schools when appropriate
24. Assists office secretaries during registration
25. Other duties as assigned by the District Media Specialist in consultation with the building principal