

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PROCESSING SECRETARY, INSTRUCTIONAL TECHNOLOGY
AND LIBRARIES, LEVEL III

REPORTS TO: Director of Instructional Technology and Libraries

JOB GOAL:

To perform secretarial, clerical, and processing duties specific to district inventory, Follett Circulation, MARC records, software licensing, and data entry.

RESPONSIBILITIES:

1. Performs secretarial, clerical, and processing services necessary to provide for the smooth and efficient operation of the Instructional Technology and Libraries Department.
2. Tracks technology resources for equipment location, age, model numbers, and purchase date.
3. Works closely with Network Services including processing work orders for digital resource installation, tracking, and evaluation, as well as computer transfers.
4. Receives telephone calls and provides information pertaining to the processing of materials.
5. Resolves routine matters on the basis of a general knowledge of the Instructional Technology and Library program.
6. Establishes, maintains, and revises files under the supervision of the Director.
7. Performs computer data input of all materials into machine-readable format.
8. Receives, unpacks, and checks in books, supplies, and curricular materials from vendors, checking packing slips, individual order forms, and purchase orders. Repackages these materials to ship to individual schools.
9. Catalogs print and non-print materials using MARC record format.
10. Processes videos, kits, and equipment to be bundled and tagged for distribution.
11. Maintains currency of district materials for check out.
12. Maintains master files of building inventories in inventory tracking program, including equipment, digital resources, processed print and non-print materials, district audiovisual and professional library services, and all building resource centers.
13. Performs such other tasks and assumes such other responsibilities as the Director may assign.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Two (2) years of job-related office experience, pertinent training, and/or some combination thereof.
3. Ability to type/keyboard a minimum speed of fifty (50) words per minute.
4. Demonstrated ability to use computer programs, such as Word and Excel.
5. Ability to use Access data base to track and confirm digital resource licenses.
6. Working knowledge of basic office procedures and the operation of common office equipment and machines.
7. Knowledge of library science or practical library experience required.
8. Knowledge of online library circulation software and inventory tracking software or ability and willingness to learn program.
9. Working knowledge of a central library program.
10. Knowledge of library cataloging and classifying systems and library reference tools.
11. Demonstrated proficiency in spelling, punctuation, composition, and grammar.
12. Has in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities, including the ability to:
 - a. Work with staff, students, parents, and the general public in a professional and appropriate manner;
 - b. Maintain confidentiality;
 - c. Comprehend and maintain detailed information;
 - d. Adapt to a changing office environment;
 - e. Organize office area;
 - f. Resolve problems and implement office procedures with a minimum of supervision; and
 - g. Communicate clearly and tactfully on the telephone and/or other communication equipment.
13. Ability to lift and move boxes weighing up to 30 pounds.
14. Demonstrated evidence of good habits in job attendance and punctuality.
15. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

9/08