

# JOB ANNOUNCEMENT

## Library Specialist Charter Elementary School



500 Lucas Ave.  
Los Angeles, CA 90017  
Tel: (213) 250-4800

**Posted:** 11/19/2013

### **ORGANIZATIONAL PROFILE:**

Para Los Niños (PLN) is a nonprofit organization whose mission is to help children and their families succeed in school and in life. Founded in 1980 as a child development center for 45 children living in Skid Row hotels, the organization has grown to annually provide comprehensive services to over 20,000 children and their families living in poverty. Our programs include early childhood education, elementary and middle school, family services, mental health, youth development and workforce services.

### **Definition:**

Under the general supervision of the Principal, the Library Media Specialist performs a variety of computer, clerical, and library duties in the school library; and provides assistance to students and teachers in the full utilization of services, materials and resources.

### **Duties:**

- Operates all computers, printers, and software applicable to the library/media center. Includes use of CD ROM, Internet, and electronic catalog circulation program, and word processing, desktop publishing and spreadsheet application.
- Assists students and staff in the circulation of library materials, use of the online catalog, and use of online database resources.
- Assists students in learning basic library skills, and selection of books and library media.
- Helps maintain library media equipment.
- Collects miscellaneous library fees/fines.
- Provides library information and services to the teaching staff as directed by the supervisors.
- Processes new library media materials, magazines and books received for circulation.
- Types catalog cards and other items.
- Sorts returned materials by type, location, or unit of library to which assigned.
- Inputs data into electronic and card catalog and circulation system.
- Files and checks catalog cards.
- Maintains record on overdue library books.
- Assist with inventory of library books and library media equipment and materials.
- Assists in keeping the library clean and orderly.
- Assists with book and bulletin board displays.
- Records receipt of payment for lost or damaged materials.
- Collects and records fines.

- Supervises the library and the computer lab.
- Attends library-related meetings, workshops and in-service programs.
- Carry out mission, vision, and values established by Para Los Niños' president/CEO and board of directors, as well as those established by the Charter School.
- Participate in the overall agency accreditation/continuous quality improvement processes.

**Qualifications:**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

- Minimum of sixty (60) units of college education or AA degree.
- At least one year of previous library work experience.
- Knowledge of modern office methods, practices and procedures, including filing systems, receptionist and telephone techniques, and library correspondence a directed by supervisor.
- Knowledge of Standard reference materials.
- Ability to perform clerical tasks with limited supervision and assume clerical responsibility for the library's operations.
- Ability to use the Dewy decimal classification system.
- Ability to maintain order and discipline among students using the library.
- Ability to communicate effectively with students, parents, faculty and administrators.
- Ability to type 40-45 wpm
- Must be well organized and multi-task oriented.
- High degree of computer literacy/proficiency in MS Office applications.
- Good oral and writing skills.
- Bilingual (E/S) preferred.
- Must have reliable automobile for use on the job (mileage to be reimbursed). Valid Class C driver's license, transportation and state required automobile insurance coverage.
- T.B. clearance, to be renewed every two years.

**Physical Requirements:**

Employees must be able to perform the following essential functions:

- Approximately fifty percent of the time is spent sitting, while frequently required to walk, stand and bend.
- Must be able to talk and hear well. Good vision is imperative.
- Occasionally required to stoop, kneel, crouch or crawl.
- Employee will be required to lift and/or move unassisted up to twenty-five pounds.

**Salary:** Starting at \$11.63; negotiable based on education and experience

**Status:** Non-Exempt / Full-time

**Location:** 1617 E. 7<sup>th</sup> St., Los Angeles, CA 90021

**Benefits:** PLN offers an excellent benefit package, which includes full health, dental and life insurance, FSA, EAP, vacation, sick days, holidays and 401k plan.

All applicants must submit an updated resume to [hr03@paralosninos.org](mailto:hr03@paralosninos.org) for immediate consideration.

**\*\*Position is open until this announcement no longer appears on our website\*\***

*Para Los Niños is an equal opportunity employer.*