

### Administrative Specialist - Special Services

#### Purpose Statement

The job of Administrative Specialist - Special Services is done for the purpose/s of providing support to the instructional program with specific responsibilities for maintaining the library collections at the Educational Resource Center Library.

This job reports to Director of Special Services

#### Essential Functions

- Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals, etc.) for the purpose of ensuring the availability of books and library materials.
- Maintains materials inventory (e.g. library books, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Operates a variety of media production equipment and systems (e.g. program channel, video tape, edit media, duplicate media, etc.) for the purpose of providing media production services.
- Orders supplies and equipment for the purpose of ensuring availability as needed.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others.
- Processes library books, periodicals, software and related media materials (e.g. logging into master files; bar coding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.
- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.

#### Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and

maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: library practices; and computer and Internet operations.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience:** Job related experience is desired.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

**Continuing Educ. / Training:**

**Clearances**

**FLSA Status**

Not Rated

**Approval Date**

6/25/2018

**Salary Grade**

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