



# HUENEME ELEMENTARY SCHOOL DISTRICT

*"Inspiring and empowering every student to thrive every day."*

205 N. Ventura Road, Port Hueneme, CA 93041-3065 • www.hueneme.org • 805-488-3588

## PLEASE POST AT ALL JOB SITES JOB ANNOUNCEMENT

April 21, 2021

Memo To: All Current Classified Employees  
From: Melissa Rufai, Director of Personnel Services *MR*  
Subject: Projected Opening

Please review the job description carefully. If you are qualified and are interested in the position(s) below, or are interested in a transfer, **complete this form and return with a current resume and typing certificate** to the District Office no later than April 28, 2021.

**Please check the position(s) that you are interested in.**

POSITION	POLICY	HOURS	MONTHS	RANGE
Library Clerk	2340.7	6.0	10	(010)
<input type="checkbox"/> Sunkist				\$17.78 - \$21.66

Please check the statement which best describes your qualifications.

- I can meet the qualifications and would like to be considered for the posted opening.
- I can meet some of the qualifications and would like to be considered for the posted opening.
- I would like to be considered for the opening as a result of a transfer.
- I am not a current contracted employee, but would like to be considered for the posted opening and have an application on file.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Current Contracted Position & Location: \_\_\_\_\_

The Hueneme Elementary School District prohibits discrimination, harassment, intimidation, bullying and sexual harassment based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, immigration status, nationality, parental status, pregnancy status, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics in all educational programs, school related or school sponsored activities, school attendance or employment policies which may have an impact or create a hostile environment at school as required by Title IX of the 1972 Education amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and other applicable laws and regulations. For questions or concerns regarding discrimination, harassment, intimidation, bullying or sexual harassment, please contact the District's Discrimination, Equity, and Title IX Compliance Officer, Raven Aipa, Senior Director Educational Programs Hueneme Elementary School District 205 N. Ventura Road Port Hueneme, CA 93041 (805) 488-3588, Ext 9260



# HUENEME ELEMENTARY SCHOOL DISTRICT

## 2340.7 – LIBRARY CLERK

### Range 010

#### DEFINITION

The Library Clerk is responsible to the School Principal and the Administrative Assistant, Educational Programs and Services, and under supervision, performs routine clerical tasks related to the accession, circulation, and distribution of library books and instructional media. Secondary duties may include assisting students and staff with computer assisted and computer managed instruction. The Library Clerk will be evaluated by the principal.

#### EXAMPLES OF DUTIES

- Organizes, maintains, and processes books and other educational materials in a school library in accordance with District policies and procedures
- Receives, and prepares for circulation, newly acquired books and other reference materials, discarding unusable items, and returning books for rebinding
- Maintains library schedules and assists teachers and pupils in selection of reference materials prepares and submits circulation reports and overdue notices
- Communicates with the computer Assisted Instruction Monitor regarding the library and computer assisted instruction laboratory
- Provides support in the operation of the computer lab system
- Secondary duties may include guiding staff and students in the appropriate operation of the system
- Performs related duties, as directed by the Principal and/or the Administrative Assistant, Educational Programs and Services.

#### REQUIRED QUALIFICATIONS

##### Knowledge of:

- Organization and standard procedure and operation of libraries
- Modern office methods and procedures
- Correct grammar, vocabulary, punctuation and spelling.

##### Ability to:

- Follow oral and written directions
- Compile and maintain accurate and complete records and reports
- Establish and maintain effective working relationships with adults and children
- Perform complicated alphabetizing and accurate filing
- Type accurately 40 words per minute.

##### Experience:

- Six months of general clerical experience

##### Education:

- High school diploma or equivalent is required
- Courses in library skills and knowledge of accepted library standards are desirable.