

**CLASS TITLE: INSTRUCTIONAL MEDIA ASSISTANT, WAREHOUSE**

**DEFINITION:** Under direction of Director of Warehouse & Purchasing Warehouse Supervisor, performs work of moderate difficulty in warehouse work areas; and performs related work as required.

**EXAMPLE OF DUTIES:**

- Assists in processing textbook materials for all sites
- Receives, barcodes, and arranges for shelving or distribution of incoming textbooks, non-print materials, and items from publishers.
- Scan textbook or material barcodes for packing lists.
- Assists in site orders being scanned, packed, and labeled for delivery.
- Generates a back order list and reports it to Executive Director of Instructional Support or designee
- Processes textbook items returned from sites to warehouse by scanning, processing, and shelving textbooks or materials.
- Assists with annual textbook inventory process.
- Receives and processes excess inventory, deleted, discarded, and repair needed textbooks and other materials.
- Repairs and cleans textbooks.
- Assists in a variety of computer based circulation/inventory duties; recordkeeping on location of textbook and supplemental materials, prints status reports, creates new title records in computer system and scans new textbooks or materials to add to inventory.

**DESIRABLE QUALIFICATIONS**

Training and Experience: Completion of coursework towards a Library Technician Certificate and some experience in a library; or an equivalent combination of training and experience.

**Knowledge of:**

- Library and Inventory practices
- Working knowledge of general office procedures
- Operation and maintenance of computer based circulation software
- Supervisory practices
- Textbooks on several broad subject areas

**Skill in:**

- Library and Inventory procedures
- Clear and concise communication, both orally and in writing
- Typing and filing
- Establishing and maintaining effective working relationships with others
- Basic math

**Ability to:**

- Work with minimal supervision.
- Follow written and oral instructions

**Licenses:**

A valid California driver's license is required

**Certificates and Other Requirements:**

Ability to meet proficiency requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen)

**Environment:**

Warehouse Environment.

**Physical abilities:**

Sit, walk, or stand for extended periods of time; dexterity of hands and fingers to operate a computer and other office equipment; frequent keyboarding; reach overhead, above the shoulders, and horizontally; bend at the waist, crouch or kneel to retrieve items/materials from cabinets and shelves; climbing of stairs and ladders; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift ~~light~~ objects up to ~~25~~ 50 lbs. occasionally

CST Range 424

MT. DIABLO UNIFIED SCHOOL DISTRICT

Approved by the Board: 8/24/15

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