

**INSTRUCTIONAL MATERIALS CLERK****DEFINITION**

Under general supervision, to perform a variety of specialized clerical functions pertaining to special funded instructional materials; to assist in the receiving, processing, cataloguing, storage and distribution of instructional materials; and to do other related work as required.

**EXAMPLES OF DUTIES**

Receives District requests for requisitions and orders for state and federally funded instructional materials; processes, compiles and prepares the District instructional material orders; maintains a set of fiscally related records pertaining to special funded instructional materials expenditures; assists in the budget planning process pertaining to instructional materials, and pursues a variety of expenditure control procedures; receives, inspects and reviews instructional materials for damage, shortage and compliance with invoice documents; processes instructional materials by developing inventory control records, identification stamping and packaging for distribution; may classify and store a reserve supply of instructional materials; plans and develops distribution schedules, and coordinates the distribution of instructional materials with delivery personnel; prepares reports pertaining to instructional materials inventories; prepares reports for special funding sources pertaining to instructional materials as required; may serve as a liaison between District personnel and publisher representatives, and state officials pertaining to instructional material problems, issues and concerns; assists in orientation and training of personnel.

**QUALIFICATIONS**Knowledge of:

Methods, practices and procedures pertaining to an instructional materials acquisition and distribution operation;  
Legal mandates, District policies and regulations pertaining to instructional materials acquisition, storage and distribution;  
Standard library terminology, practices and classification systems;  
English usage, spelling, grammar and punctuation;  
Instructional materials sources, including state printing and publisher resources;  
Fiscally related record management;  
Modern office methods, practices and equipment.

Ability to:

Plan, organize and coordinate the instructional materials acquisition, storage and distribution operation;  
Perform semi-technical and specialized instructional materials clerical functions and activities;  
Maintain accurate and comprehensive files and records, and prepare clear and concise reports;  
Type at a net corrected speed of 45 words per minute;  
Communicate effectively in oral and written form;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships.

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Experience:

Two years of experience of responsible library clerical experience, preferably including one year in the acquisition, storage and distribution process.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in library science, instructional media technology or a closely related field.