

INSTRUCTIONAL MATERIALS CLERK

DEFINITION

Travels to various District locations and performs specialized duties related to the management of instructional materials.

TYPICAL DUTIES

Advises and provides technical assistance to District personnel in barcode applications, distribution of textbooks and the textbook inventory control system.

Assists District personnel with instructional materials inventory and related procedures.

Inputs and maintains data related to instructional materials in the District's Library and Resource Management System.

Prepares reports on the status of textbooks and library materials, including updates on inventory, losses, and acquisitions.

Inputs detailed information and verifies accuracy regarding barcodes, International Standard Book Numbers (ISBN), and quantities ordered.

Checks textbook purchase orders and packing slips for ISBN, description, quantity, and price; identifies errors and enters new data, changes, and corrections to the purchase order or inventory system.

Responds to inquiries from school library staff and other groups to impart and obtain pertinent information such as cataloging, weeding, and catalog statistics.

Reviews school inventory reports to obtain and provide information about textbook availability, price, quantity ordered, ordering units, delivery dates, and backorders.

Participates in electronic inventory searches to recover misplaced textbooks and inputs corrections to the inventory control database.

Maintains files of textbook requisitions, computer input forms, computer printouts, and other documents.

May travel to school locations as necessary.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Instructional Materials Clerk performs a variety of functions for the management of instructional materials.

An Inventory Control Clerk performs a variety of inventory control and related clerical duties, codes update forms to change data in computer files, processes supporting documents, and communicates details of inventory status to District offices, schools, and vendors.

A Library Technician provides library media services for students and teachers.

SUPERVISION

General supervision is received from an administrator. Immediate supervision is received from a Supervising Clerk. Work direction may be given to lower-level clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Basic use of personal computers
- Basic data entry methods
- Purchasing procedures and inventory terms
- Inventory terms
- Appropriate techniques used in giving information to the public in person, on the telephone, and via email.

Ability to:

- Learn and apply District textbook policies, rules, and procedures
- Learn various systems and applications
- Verify and correct data for accuracy and completeness
- Work effectively with groups and individuals
- Perform clerical and manual operations
- Communicate clearly and effectively orally and in writing
- Use Microsoft Office Outlook, Word, and Excel
- Use computer hardware and software to input, edit, and format data and information
- Compose e-mail documents

Special Physical Requirements:

Ability to safely pull, push, lift, and move objects weighing up to 40 pounds.

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in computer usage and office practices and procedures.

Experience:

One year of experience performing clerical work that included using a computer keyboard and maintaining records. School based textbook inventory and school library experience is preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California or the ability to utilize an alternative method of transportation.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised

05-08-25

JPK/SH