

The Howard County Public School System

Job Analysis

JOB TITLE: MEDIA SECRETARY

DOT/O*NET Code: 249.367-046/43-4121.00

POSITION INFORMATION

Summary of Duties: The Media Secretary provides clerical and general support to the Media Specialist and users of the media center. The Media Secretary works a 196-day year in high school media centers. The Media Secretary is available to students and staff during the hours that the media center is open, which may extend beyond regular school hours. He or she prepares the center for use each morning, and closes down the center each afternoon. The Media Secretary's responsibilities include providing assistance in the ordering of materials, withdrawing items from the collection, checking items in and out of the center, tracking inventory, creating displays of materials, and assisting students and teachers as appropriate. The Media Secretary supervises and tests Student Aides. The Media Secretary might occasionally be asked to handle overflow work from the general office, and will perform other duties as assigned.

Essential Job Functions:

- Turn off alarms and unlock doors in the morning.
- Prepare for the day by posting schedules for use of the media center and equipment, turning on televisions and laminating machine (if needed), and adding paper to photocopiers and printers.
- Monitor sign-up for lunch passes; monitor students' use of the center during lunch shifts.
- Maintain media center calendars/schedules for facility and equipment use.
- Deliver equipment to teachers and set up for use, as determined appropriate.
- Compose and type letters, memos, electronic mail, and reports.
- Handle incoming telephone calls.
- Assist students using the media center as necessary; assistance provided frequently involves researching topics, using/troubleshooting equipment, identifying books/materials, and problem-solving.
- Prepare and deliver instructional presentations for students.
- Assist teachers by compiling lists of research materials related to classroom topics.
- Reconcile the Public Access Catalogue (PAC) information with the actual collection.
- Track inventory.
- Enter announcements to be scrolled on televisions throughout the school.
- Laminate materials on designated days.
- Monitor photocopier use; add paper and perform minor repairs.
- Assist in ordering new books, materials, and equipment.
- Receive and unpack new books; process new books (stamp with school name, scan into PAC, add to new book list) and display or shelve.

- Send new book and new audio-visual material lists to the staff.
- Assist in determining which books should be withdrawn from the collection; pull the designated books, remove the shelf list card, and delete the listing from the PAC; box books.
- Check books in and out; place returned books on a cart and re-shelve.
- Send out overdue notices once per quarter, or as determined appropriate.
- Prepare displays of books in particular categories.
- Hang posters or decorative displays on walls.
- Manage media center accounts; process bills for payment.
- Order office supplies.
- Get and distribute mail.
- Train and supervise Student Aides; track Aide attendance; assist in the development and administration of mid-term and final exams.
- Close the media center at the end of the day; turn off computers, straighten tables and chairs, set alarms.
- Responsible for overflow work from the general office, as assigned.

Machinery, Tools, Equipment, Work Aids Used:

- Computers
- Scanners
- Printers
- Photocopiers
- Laminating Machine
- Audio-Visual equipment
- Telephones
- Carts
- Book holders
- Posters
- Stools
- Date stamp; school stamp
- Scissors, tape, glue, paper, pens, pencils, markers, staplers, rulers
- Paper cutter
- Ladder (3 to 5 feet)
- Tables and chairs

Products/Materials Handled:

- All items listed under machinery, tools, equipment, work aids used
- Books; boxes of books
- DVD's, CD's
- Newspapers, magazines

EDUCATIONAL/VOCATIONAL PREPARATION

- High School Diploma.

REQUIRED CERTIFICATES/LICENSES

- N/A

KNOWLEDGE, SKILLS AND ABILITIES

- Strong computer skills, to include the use of Microsoft Office. Both PC and Macintosh skills may be required.
- Able to type at a moderate rate of speed.
- Strong written and oral communication skills; able to compose correspondence and reports.
- Able to file alpha-numerically.
- Able to conduct research.
- Some knowledge of the use of Audio-Visual equipment.
- Patience to provided students with needed assistance.
- Creativity in handling assignments from teachers, and addressing problems of students.

JOB SITE ENVIRONMENT

Work Site

- Inside, 100%

Temperature Factors

- N/A

Noise Factors

- Intermittent noise from the showing of a movie or video presentation may be sufficient to interrupt conversation

Vibrations

- N/A

Air Quality Factors

- Some odors/fumes from the laminating machine may be noticeable.

Working Surface

- Even, flat, generally carpeted
- Stairs in the building outside of the media center

PHYSICAL REQUIREMENTS

Non-Material Handling:							
	N	R	I	O	F	C	
	<u>Not Required</u> <u>Rarely</u> <u>Infrequently</u> <u>Occasionally</u> <u>Frequently</u> <u>Constantly</u> <small><1% <8% <33% <66% >67%</small>						
							Description of Requirements at one time and throughout the shift
Bend				X			Usually partial bending for 5 sec to 1 minute at a time, shelving books or assisting a student. Longer periods are required during inventory once a year or for special projects. Alternatives to bending may include sitting on a stool, squatting, and kneeling.
Squat				X			Usually partial squatting for 5 to 30 sec at a time. Alternatives to squatting may include sitting, bending, and kneeling.
Kneel			X				May be used to shelve books. Alternatives to kneeling may include sitting, bending, and squatting.
Crawl	X						Not required.
Balance				X			Most surfaces are level and even. Needs to be able to negotiate around tables and chairs with active students.
Reach Above Shoulder			X				Needed (repeatedly at times) to shelve books and retrieve.
Sit					X		Sustained sitting is usually limited to 15 to 30 minutes at a time, but may need to sit for 60 minutes at a time.
Stand					X		Standing is usually combined with walking short distances for sustained period during active periods.
Walk					X		Generally for short distances within the media center. Needs to be able to walk for sustained periods on an infrequent basis.
Running	X						Not required.
Alternate Sit/Stand						X	Needed throughout the day.
Hand Dexterity						X	Needed for turning book pages, handwriting, keyboarding, to use a scanner, select files, use office tools and machines; and manipulate small and medium size objects.
Hand Controls			X				Needed to operate office tools. May at times be needed for extended periods.
Foot Controls		X					Not usually needed.
Stair Climb		X					Needed at times for efficient travel between floors. An elevator is available.
Ladder Climb		X					Required for using step ladders when putting up bulletin boards, organizing closets, hanging student work
Driving	X						Not Required

Material Handling:							
	N	R	I	O	F	C	
	<u>Not Required</u> <u>Rarely</u> <u>Infrequently</u> <u>Occasionally</u> <u>Frequently</u> <u>Constantly</u> <small><1% <8% <25 <33% <66% >67%</small>						
	<u>Repetitions per day</u> <small>1-10 <25 <100 100-500 500+ per day</small>						
							In pounds
Lift Floor to Knuckle		30	20	--	--	--	On rare occasions books are boxed and may be placed on the floor. Alternatives to lifting a heavy box include dividing the load, assistance from student aide, or sliding the box.
10 in. to Knuckle		30	15	10	5	3	Needed to shelve books and retrieve a stack of books.
Knuckle to Shoulder		20	15	10	5	3	Needed to shelve books and retrieve. Commonly lifting, other than books, is to and from desk or table height; and mid-thigh to mid-chest.
Shoulder to Overhead		15	10	5	3		Needed to retrieve and shelve books; place posters or displays; and store supplies and equipment.
Push				20			May be needed to move a library or equipment cart.
Pull				20			May be needed to move a library or equipment cart.
Carry				20			Books may be carried cradled in one arm and placed or retrieved with the other. A cart is available. Student aides are often available for shelving books.

JOB ANALYSIS REVIEW

Printed Name

Signature

Title

Howard County Public School System

Date

JOB ANALYSIS PREPARATION

Printed Name

Signature

Title

Company

Date

Printed Name

Signature

Title

Company

Date