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St. Helena Unified School District  
465 Main Street  
St. Helena, CA 94574

**Internal/External Job Posting**

## **LIBRARY MEDIA SPECIALIST**

St. Helena Unified School District is accepting applications for a full-time (11-month) Library Media Specialist at the Robert Louis Stevenson Middle School.

**General Duties:** Organizes and performs a variety of clerical and technical library duties in a school library, ensuring student access to materials, reference, and search resources. Schedules and implements orientation for library use. Mends and repairs book and non-book materials. Disposes of damaged, out-of-adoption, or outdated materials according to established policies and procedures. Conducts annual physical inventory of all library materials. Organizes, designs and constructs library displays, bulletin boards and posters. Maintains a clean and orderly environment.

**Qualifications:** Knowledge of basic library practices, procedures, and terminology; library automation systems; data entry and filing; multimedia and modern office practices and equipment; oral and written communication skills; educational methods and objectives. Must have intermediate to advanced computer skills. Ability to perform library duties including cataloging; carry out assigned work with limited supervision; must be highly organized; work cooperatively with others and be extremely flexible. Experience with middle school aged children preferred. **Bilingual (Spanish) highly desired.**

**Beginning Date:** Starting Date TBD if filled in 2022-23  
August 3, 2023 (for 2023-24 school year)

**Work Year:** 190 days (pro-rated for 2022-23)

**Salary:** Range 115/CSEA Salary Schedule  
(\$26.96-\$31.53/hr. DOE)

**Hours:** 8 hrs./day, 11 months per year (7:30 AM – 4:00 PM)

**Benefits:** Full family health coverage and employee dental, vision, and life

**Deadline:** **Open Until Filled**

**Application Procedure:** Internal applicants please submit a letter of intent to Melissa Hansen at the District Office. External applicants please fill out an application available only at [www.edjoin.org/shusd](http://www.edjoin.org/shusd). **NOTE: Candidates who pass the paper screening will be required to take an accounting and clerical test prior to an interview.**

Posted: 03/01/2023

St. Helena Unified School District is an equal opportunity employer and does not discriminate based on sex, sexual orientation, gender, ethnic group identification, race ancestry, national origin, religion, color or mental or disability pursuant to the California code.