

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: School Media Secretary

REPORTS TO: Principal/School Media Specialist

QUALIFICATIONS:

- High school diploma or equivalent training
- Minimum experience as determined by the Board of Education
- Maintains pleasant demeanor and has strong interpersonal skills
- Strong word processing skills
- Knowledge of automated office equipment and efficient office procedures
- Good telephone skills and ability to communicate effectively
- Ability to multi-task
- Has good working knowledge of CrossPointe system and Microsoft office applications
- Maintains confidentiality as required and appropriate
- Required criminal background check and proof of U.S. citizenship or resident alien status

JOB GOAL: Under the direction of the media specialist(s), to carry out all secretarial and clerical duties for the smooth and efficient operation of the media center.

PERFORMANCE RESPONSIBILITIES:

1. Carry out the organizational policies and procedures for acquisition, distribution and retrieval of media center materials and equipment.
2. Assist the media specialist in the development and operation of the automated circulation system.
3. Manage checking in and checking out of books/materials as well as overdue notices.
4. Facilitate the inventory and issuance of audiovisual equipment.
5. Assist the media specialist in ongoing communication with teachers, students, parents, and administrators.
6. Assisting in problem-solving and troubleshooting with audiovisual and presentation equipment.
7. Answer and place telephone calls in a professional and pleasant manner.
8. Open, sort, and route incoming mail.
9. Establish and maintain a filing system.
10. Enter requisitions for purchases authorized by the media specialist and approved by the principal.
11. Enter online annual supply bid orders.
12. Type letters, memos, and documents as required by the media specialist.
13. Handle and organize general office work including photocopying.
14. Assist students and school or district staff with inquiries and problems.
15. Perform such other duties as may be assigned

Adopted: 1/85

Approved: 5/12/09