

Sonoma County Office of Education – Job Description

Classified

Resource Materials Clerk

Definition:

Acts as a resource person to districts, schools and County Office of Education departments regarding the scheduling of multi-media materials, supplies, equipment; provides library circulation services, answer basic questions for library services either by phone or in person, processes new resources, schedules and delivers multi-media materials, business services documents, supplies, equipment, and county inter-district mail to and from locations served by the Sonoma County Office of Education; performs basic inspection of instructional materials, and other media materials as applicable; and performs related duties as assigned.

Distinguishing Characteristics:

This job requires a high degree of professional contact with district staff, and provides a variety of responsible support activities under the direction of the Director of Facilities, Operations and Maintenance. This job class does considerable driving, exercises responsibility for the timely pick-up and delivery of educational and business services materials and documents, including coordinating and scheduling deliveries.

Supervision Exercised and Received:

Employees in this job classification receive general supervision from the Director of Facilities, Operations, and Maintenance and works under the direction of the Director of Facilities, Operations, and Maintenance, Director, External Payroll and Finance, and Educational Support Services managers within a framework of standard policies and procedures.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Schedules and drives a delivery vehicle over predetermined route, delivering and picking up business educational materials and documents, equipment, supplies, and mail between the County Office and school districts and contacting schools, according to an established schedule; and remains available by phone and notifies the school office of any change of route or delays.
- Maintains clean and orderly vehicle, refuels, adds oil; and performs daily pre-trip inspection according to all federal, State and County Office of Education guidelines, determines if a vehicle is acceptable to drive based on pre-trip inspection, and reports and records all deficiencies in a timely manner.
- Plans and coordinate delivery routes and schedules, when assigned.
- Receives orders for materials and equipment, records receipt(s) in appropriate records and files both online and in paper format; processes paperwork and maintains accurate records and files required in the scheduling, delivering and receiving of various materials.
- Sorts materials and packs orders for delivery, sorts all incoming and outgoing mail for school districts, contracting agencies and the County Office.

- Loads and unloads delivery vehicle with business and educational materials and documents, equipment, supplies, graphics production and mail.
- Obtains authorized signatures for delivery of equipment.
- Prepares and inputs accounting forms, such as, purchase orders, work orders, requests, budgets and assignments.
- Processes bills for payment, matches invoices against purchase orders, ensures proper receipt of items ordered, applies proper budget codes, and contacts vendors and districts concerning any problems; enters and retrieves data related to assigned office/program operations into financial and work order systems; calculates, posts, maintains records associated with assigned functions; verifies account balances.
- Provides fiscal and operational support, which may include posting entries into the fixed asset and work order systems.
- Performs basic damage inspection of returned educational materials for damage, correct jackets and covers, makes minor repairs, re-shelves materials in correct storage areas.
- Assists in inventory of materials and department storage areas.
- Attends required safety trainings.
- Coordinates activities with other staff to accomplish tasks and maintain schedules.
- Assists with follow-up on overdue materials, when assigned.
- Trains new and temporary employees when assigned.
- May assist patrons in selecting, locating and using instructional materials.
- May duplicate and prepare site collections and County Office media collection, when assigned.
- May organize dissemination of site collections, including packaging and labeling, when assigned.
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- Coordinates activities with the county library consultant and Director of Facilities, Operations, and Maintenance.
- Provides backup to the main receptionist desk.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Types of instructional materials and equipment that are available to patrons.
- Rules, procedures, and policies of the department regarding the loaning of materials and equipment.
- Inventory methods, procedures and record-keeping techniques.
- Basic office methods, practices and procedures.
- Standard English usage, spelling, grammar and punctuation.
- Standard office machines, including computers.
- Safe work practices.

Ability to:

- Respond promptly to requests of internal and external patrons; provide needed information, assistance, training, materials and resources.
- Plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines, including maintaining accurate records and files.
- Maintain an orderly work environment and perform tasks in prescribed and safe manner.

- Establish and maintain cooperative working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Perform basic mathematical calculations.
- Learn to use the library and video automation systems in use in this program.
- Effectively communicate in both oral and written form.
- Learn the operations, procedures, policies and requirements of the assigned program or operational unit.
- Participate in the efficient operation of a distribution unit for school districts.
- Understand and follow both oral and written instructions.
- Plan delivery routes and procedures.
- Learn operation of Media desk to provide backup coverage.
- Learn to operate and assist teachers in the use of a variety of equipment, including video, laminators, etc.
- Learn how to use the financial and work order systems.

Computer Skills:

- Basic word processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to use internet search engines to view web pages, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, create hyperlinks and observe copyright regulations.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Formal or informal education or training which ensures the possession of the above knowledge and abilities, including reading and writing and mathematical calculations at a level necessary for successful job performance.
- Some knowledge of library terminology/media systems is highly desirable.

Experience:

- One year delivery driver experience is preferred.
- Experience in a library/media setting is highly desirable.
- Experience in working with computers is highly desirable.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Note -Terms used in this section are defined as follows: Rarely: 1 to 10%; Occasionally: 11 to 33%; Frequently: 34 to 66%; and Continuously: 67 to 100% of the workday.

- Sitting: Continuously
- Standing: Occasionally
- Walking: Occasionally
- Waist Bending: Occasionally
- Neck Bending: Occasionally
- Squatting: Rarely
- Climbing: Occasionally
- Kneeling: Rarely
- Crawling: Never
- Neck Twisting: Continuously
- Waist Twisting: Frequently
- Pushing/Pulling: Occasionally up to 40 – 60 lbs. of force
- Reaching:
 - Above Shoulder: Occasionally
 - Below Shoulder: Frequently
- Lifting/Carrying:
 - 0-10 lbs: Occasionally – weights carried up to 100 feet at a time
 - 11-25 lbs: Occasionally – weights carried up to 100 feet at a time
 - 26-75 lbs: Rarely - to move children in event of emergency
- Hand Activities:
 - Repetitive Hand Use: Frequently
 - Simple Grasping: Continuously
 - Power Grasping: Occasionally
 - Fine Manipulation: Rarely
 - Hand and Arm Twisting/Turning: Frequently
 - Computer Operation/Writing: Rarely
- Must be able to communicate, quickly, accurately, and effectively with staff in a noisy environment while visually monitoring both traffic and the interior of the vehicle.
- Must be able to exchange information accurately and quickly with individuals using radios or devices that may be used safely while operating a vehicle.
- Must be able to detect safety issues and warning signs for the mechanical systems of the vehicle.
- Must be able to communicate effectively in order to maintain a safe and orderly atmosphere in a noisy environment.

Work environment:

- Driving vehicles or equipment (school transport van)
- Work around equipment and machinery (shop and vehicles).
- Walking on uneven ground (bus parking lots, driveways, roadways).
- Exposure to excessive noise (van noises).
- Exposure to dust, gas, fumes or chemical (cleaning supplies, exhaust fumes).
- Operation of foot controls (foot pedals on van).

- Exposure to biohazards (to clean up bodily fluids from student illness or injury).
- Exposure to bouncing/vibration when driving in some vans depending upon seat type.
- Need to act quickly to evacuate in emergency situations.

Other Requirements:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- Will be required to drive with or without students; some positions may require a current California driver license, proof of insurance and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: November 16, 2020
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission