



Job Description

Job Title: Associate Circulation Coordinator

JTC: C15

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Coordinates the daily operation of the campus library to provide assistance with library circulation services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Understands automated library systems. Knowledge of personal computer, software/hardware and interface with mainframe applications.

Ability to use computer technology to maintain records and generate reports. Able to organize and implement administrative systems and procedures performing necessary support duties.

Oral and written communication skills to interact with individuals from diverse backgrounds.

Ability to provide information and basic reference/directional assistance to patrons at the library services desk while managing the activities of the desk.

Knowledge and have experience in providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma plus two (2) years of experience. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Uses automated library system to check materials (print/non-print) in and out. Works with the automated library system, online academic system, entering data, searching databases, editing records and verifying information.



Maintains online block records for delinquent patrons on both library and academic system. - Responsible for automated inventory of library materials; examines records and materials to determine status of missing items.

Assists faculty in coordinating reserve materials, including identification and distribution of reserve items in print and electronic formats. Maintains circulation records and prepares online reports of usage statistics. Works with students, staff, faculty, potential students providing information about departmental functions; acts as liaison with other campus and district areas regarding library services.

Provides guidance and recommends procedures and guidelines to handle circulation services. Responsible for intercampus and interlibrary loans. Troubleshoots minor equipment problems. Provides guidance to lower level staff generally comprised of part-timers and/or student assistants in the use of automated systems and in collection maintenance; may schedule circulation staff.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer services to clients.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.