



Job Description

Job Title: Location Services Specialist

JTC: CH8

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

Provides support services to a single unit facility utilizing a considerable amount of discretion and independent judgement, specializing in one or more of the following areas: receiving, mailroom, physical inventory, printing and/or other facility services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge of processes, rules and regulations related to area assigned. Understand the dynamics of mailroom, capital equipment and inventory records.

Demonstrate mathematical aptitude and the ability to utilize computer software to maintain records of location's expenses and prepare corresponding chargebacks. Ability to provide office functions skills in order to meet departmental goals and objectives.

Must have strong organizational skills, ability to multi-task, detail-oriented approach to work, strong decision-making skills, good follow-up, ability to complete tasks. Able to work with clients and coworkers to complete tasks.

Able to handle calls and solving issues. Ability to coordinate all functions related to periodic physical inventory, which will include maintaining records of disposition and acquisition of capital equipment. Must be able to operate a CRT remote terminal.

Excellent oral and written communication skills in order to effectively interact with individuals from diverse backgrounds. Strong knowledge and experience 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 10 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus one (1) year of experience *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***



ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as the resource/contact person, for the location in one or more of the areas to which assigned, including but not limited to, receiving, mailroom, physical inventory, printing. Responsible for receiving and identifying capital equipment, assigning location decal and updating and maintaining capital inventory records. Checks materials for correct quantity, description, specification and condition.

Performs general office functions including handling telephones, typing forms, memos, reports, letters, maintaining files, and distributing departmental documents and forms. Research a variety of problems independently and as required by the supervisor. Handles minor trouble calls and taking appropriate action to notify responsible staff member for major problems.

Coordinates and oversees the location mail services including maintaining current regulations and permits, receipt and distribution of U.S. mail and location mail. Advises and assists employees in recommending other mail options (example: UPS, Fed Ex, etc.). Maintains accurate records as it relates to the assigned area.

Oversees the operation of the print shop, including prioritizing, production, supply purchase, cost estimates, processing department charge-backs, equipment repair and maintenance, etc. Answers questions regarding, but not limited to, reproduction options and costs. Delivers new insurance cards and license plates to personnel with District issued vehicles. Monitors budget allocation for assigned location. Operate a CRT remote terminal in order to retrieve and update data involving capital equipment transactions.

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 service.

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.