



Job Description

Job Title: Media Circulation Assistant

JTC: CJH

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

Works with media circulation of college/location media materials, such as DVD, audio and video, etc. Provides support in the daily operations of the Learning Resource Center.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge required to utilize online public access library system. Demonstrate an ability to conduct office tasks. Must be able to provide assistant to staff conducting media materials.

Knowledge of computer technology in order to maintain data and generate reports. Demonstrate ability to handle confidential information.

Ability to establish and maintain cooperative working relationships with colleagues and clients in the course of the work assignments.

Ability to provide assistance on library operations. Must have strong organizational skills, ability to multi-task, work with, detail-oriented approach to work, strong decision-making skills, good follow-up, ability to complete tasks.

Strong knowledge and experience providing effective customer service. Ability to write and communicate effectively with individuals from diverse backgrounds.

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 50 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

Performs general office functions including maintaining staff files, preparing forms, memos, and reports. Uses automated library system to check materials (print/non-print) in and out. Assists with furniture purchase and installation. Assists in setting up furniture as requested or required for scheduled classes, special meetings and faculty offices.

Works with the automated library system and with the online academic system to enter data, search databases, edit records, and verify information. Assists in the inventory of the DVD/VHS and audio collections; examines records and materials to determine status of missing items and or update newly acquired materials.

Assists in providing assistance and training to new staff in use of automated systems and collection maintenance. Answer inquiries of varying complexity relating to specific functions of the department.

Assists in all stages of collection development and maintenance- acquisition/orders, receipt and packaging, data collection and record keeping.

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.