



Job Description

Job Title: Circulation Supervisor Library

JTC: CI3

Salary Range: N05

FLSA: 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

Responsible for assisting the Campus Dean in the day to day operations, planning, directing and management of the community campus with an emphasis on college admissions and advising.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of library reference, system, cataloging methods, and bibliographic sources of information. Ability to prepare clear and concise statistical and narrative reports. Ability to participate in the development of operating policies and procedures.

Ability to apply principles of library science to solve practical problems and deal with a variety of concrete variables where only limited standardization exists. Able to identify cataloging errors and refers books or materials to technical unit. Must have computer experience with standard office software, including Microsoft Office products.

Demonstrate an ability to work with clients and colleagues. Ability to review and resolve personnel problems within unit as possible. Ability to deal with associates and the public in a courteous manner. Able to conduct library special projects as required.

Knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale. Able to inspect damaged circulation materials, including books and equipment.

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

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

Associate's degree plus three (3) years of experience. Must have one (1) year of supervisory experience. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. workday during heavy registration peak times. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages the activities of the Library Circulation Department including the development of policies and procedure for Library use consistent with the copyright law and policies of the DCCCD. Primary contact for Library Facility needs.

Prepares documentation to support equipment use and forecast future needs. Maintains a library of reserve material. Provides instructional support through interaction with students to assist with Library services and enforce library circulation policies.

Interfaces with the college Facilities Services Office to respond to non-scheduled building needs. Schedules staff, resource material and equipment to support library activities. Recruits, selects, and supervises staff comprised of full-time and part-time staff.

Implements and monitors department budget including preparation of technical specifications as required for capital equipment purchase. Prepare annual state library statistical reports. Plans work according to library schedule or standard routine.

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. Provides 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.