



Job Description

Job Title: Manager Library Circulation

JTC: TK5

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 working with a high degree of independent judgment and latitude for discretion in the planning, coordinating and managing the circulation operations and services of the location library that serve as the primary contact to library patron in acquiring library materials and equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Requires a working knowledge of library-oriented hardware and software and the ability to utilize computer technology to access data, maintain records, and generate reports. Strong Knowledge of library policies and procedures, including automated circulation systems.

Ability to analyze, research, and solve technical problems, using initiative and vendor technical support. Ability to assess, organize, and resolve training needs and to explain complex technical procedures to staff and public with patience, thoroughness, and reinforcement.

Demonstrated ability to work effectively with both internal and external groups with a cultural, racial and ethnically diverse background; strong commitment to world-class customer service.

Able to provide leadership and direction to staff ensuring the delivery of excellent customer service. Ability to supervise and schedule the work of others and to establish and maintain effective working relationships

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. 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.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus three (3) years of 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

Plans, coordinates and manages operations of location library circulation. Assists patrons in the check-out process of library materials and equipment; update patron records to track circulation of library materials and equipment; ensure proper order, maintenance, and condition of all books, materials and equipment of the college library.

Creates and maintains circulation staff schedules to ensure coverage at all times. Prepares documentation to support equipment use and forecast future needs. Maintains library's reserve material collection. Maintains inventory control of library book collections. Monitors personnel budget for circulation. Prepares technical specifications for equipment purchases in support of library budget development.

Serves as a liaison with other campuses regarding circulation services. Some locations may participate in the District Circulation Peer Group. Assists students with library services and enforces circulation policies. Collects and maintains statistical data needed in the evaluation of circulation services and, for federal and state reports.

Selects and evaluates circulation staff. Provides day to day problem-solving, develop operational procedures, customer service policies, and circulation guidelines, and ensures proper training of 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. 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.