

RANGE N02

**JTC NO. C15
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Associate Circulation Coordinator

LOCATION DESIGNATION: All

DATE PREPARED: Summer 2013

DATE REVISED: Fall 2016

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

PRINCIPAL 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.
- 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.
- 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.
- Troubleshoots minor equipment problems.
- Works with students, staff, faculty, potential students providing information about departmental functions; acts as liaison with other campus and district areas regarding library services.
- Provide guidance and recommends procedures and guidelines to handle circulation services.
- Responsible for intercampus and interlibrary loans.
- Performs other duties as assigned.

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REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

The ability to lift/carry moderately heavy material weighing up to 50 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Associate's degree or higher plus two years of experience in a library setting **or** graduation from high school or equivalent plus four years of experience in a library setting. Knowledge of personal computer, software/hardware and interface with mainframe applications. Ability to use computer technology to maintain records, and generate reports. Oral and written communication skills to interact with individuals from diverse backgrounds. Knowledge and experience in providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***