

RANGE N02

**JTC NO. CJH
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Media Circulation Assistant

DATE PREPARED: Summer 2013

DATE REVISED: Fall 2016

GENERAL 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.

PRINCIPAL 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.

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.

The resource person for the department in answering 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.

Assists with furniture purchase and installation. Assists in setting up furniture as requested or required for scheduled classes, special meetings and faculty offices.

Perform other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

Media Circulation Assistant
Page Two

PHYSICAL EFFORT REQUIRED:

The ability to lift and carry moderately heavy materials which may weigh from 20 - 50 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Associates degree or higher plus one year of general office experience or working in a media distribution environment **or** graduation from high school or equivalent, plus three years of general office experience or working in a media distribution environment.
- Basic knowledge required to utilize online public access library system.
- Knowledge of computer technology in order to maintain data and generate reports.
- The ability to write and communicate effectively with individuals from diverse backgrounds.
- Strong 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. ***