

RANGE N01

**JTC NO. CAH
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Circulation Assistant II

DATE PREPARED: Fall 2009

DATE REVISED: Summer 2012; Summer 2013; Fall 2016

GENERAL SUMMARY:

Performs work associated with library circulation services requiring intermediate knowledge of circulation desk procedures and library resources available in order to assist patrons, staff and faculty.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Performs routine circulation activities such as but not limited to, checking materials in and out, placing student records on hold and/or removal of block, assists with equipment use and answers questions.
- Interprets and applies established departmental policies; provide direct assistance to patrons in person and on the telephone.
- Reviews inter-library and inter-campus loans of material, including distribution, retrieval and transaction records.
- Provides guidance to lower level staff in the use of automated systems and in collection maintenance; communicates information and changes in procedures, schedules, processes, and projects.
- Assists other departments and colleges with library inventory and procedures.
- Works with students, staff, faculty, potential students providing information about departmental functions; acts as liaison with other campus and district areas regarding library services.
- Trouble-shoots minor equipment problems; refers major problems to appropriate individual.
- Some position may require the incumbent to work 50% of the time as a circulation assistant and 50% as the department's office assistant involved in general clerical duties.
- Assists in the training and supervision of work-study students.
- May maintain online block records for delinquent patrons on both library and academic system.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- May prepare online reports of usage statistics.
- Performs other related duties as assigned.

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:

Graduation from high school or equivalent plus two years of experience in a library setting. Knowledge of personal computer software/hardware and interface with mainframe applications. Oral and written communication skills to interact with individuals from diverse backgrounds. Knowledge and experience 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. ***

9/01/09: rje-rrg/msv
Revised: 08/2012 - emm
Revised: 07/2013 - emm
Revised: 12/2016 - emm
ADA/tmm 09.07.18