

RANGE N01

**JTC NO. N54
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Coordinator of Media Distribution

DATE PREPARED: Spring 1991

DATE REVISED: Fall 2002; Fall 2004; Spring 2009; Summer 2012; Summer 2013; Fall 2013

GENERAL SUMMARY: Provides non-print materials and equipment for use in the classroom at the request of faculty and staff. Provides training for users; maintains inventories and catalogs available resource material.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Coordinates the ordering, scheduling, delivering, retrieval and basic maintenance of media equipment and non-print material.
- Provides information and assistance regarding the use and availability of equipment and resource material. Offer training programs on the use of equipment.
- Coordinates media rentals and inter-library loans.
- Coordinates annual equipment inventory of resource material, catalogs, and equipment.
- Prepares requisitions for purchase, rental or preview of non-print instructional material.
- Maintains utilization statistics and other records.
- Participate in setting up a variety of equipment used to record special events.
- Perform other related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs. Second level supervisor is usually the Dean of Educational Resources.

PHYSICAL EFFORT REQUIREMENTS:

The ability to lift and carry moderately heavy equipment and materials weighing up to 50 pounds.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

High School plus two years' experience in coordination of media distribution. Knowledge of audio/visual equipment operation. Intermediate knowledge of computers is required to identify and retrieve non-print media in a multi-campus system. Ability to effectively communicate with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcript will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

revised/09/02;ccp
revised: 08/23/04; ccp
revised: 09/01/06; rje – ccp
revised: 04/2009 – adhoc – msv
rev sied: 08/2012 – emm
revised: 06-2013 - emm
revised: 09/2013 – emm
revised: 12/2016 - emm
ADA/tmm 09.11.18