

**RANGE N05**

**JTC NO. CI3  
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Circulation Supervisor, Library

**DATE PREPARED:** Fall 2002

**DATE REVISED:** Spring 2003; Fall 2005; Fall 2007; Fall 2009; Summer 2012; Summer 2013; Spring 2014; Spring 2015; Fall 2016

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**GENERAL SUMMARY:**

Responsible for performing administrative work in planning, administering and coordinating the circulation operations and services for the campus library.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Manages the activities of the Library Circulation Department including the development of policies and procedure for Library use consistent with the copyright law and policies of the DCCCD.
- Primary contact for Library Facility needs. This position interfaces with the college Facilities Services Office to respond to non-scheduled building needs.
- Schedules staff, resource material and equipment to support library activities.
- Recruits, selects, and supervises staff comprised of full-time and part-time staff.
- Prepares documentation to support equipment use and forecast future needs.
- Maintains a library of reserve material.
- Provides instructional support through interaction with students to assist with Library services and enforce library circulation policies.
- Implements and monitors department budget including preparation of technical specifications as required for capital equipment purchase.
- Prepare annual state library statistical reports.
- Performs other duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

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**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Bachelor's degree or higher plus three years' experience in a library system **or** Associate's degree plus five years' experience in a library system **or** high school graduate plus seven years' experience in a library system. Must have one-year supervisory experience. Requires demonstrated experience using computerized library systems. Ability to develop and interpret procedures effectively. Requires the ability to multi-task. Excellent oral and written communication skills to deal effectively with varying levels of DCCCD staff, students, vendors and the general public from diverse backgrounds. Strong 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. \*\*\*

msv; 09/01/02; rje  
previous range: C07  
revised: 05/16/03; ccp-adhoc  
revised: 09/01/05 -rje; ccp  
revised: 09/01/07-rje-ccp  
revised: 04/2009 - adhoc - msv  
revised: 09/01/2009 - rje, rrg  
revised: 08/2012 - emm  
revised: 06-2013 - emm  
revised: 04/2014 - emm  
revised: 04/2015 - emm  
revised: 12/2016 - emm  
ADA/tmm 04.02.19