

RANGE N05

**JTC NO. TK5
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: **Manager, Library Circulation**

DATE PREPARED: **September 1995**

DATE REVISED: **Fall 2007; Fall 2008; Summer 2012; Summer 2013; Fall 2016**

GENERAL SUMMARY:

Responsible for working with a high degree of independent judgment and latitude for discretion in the planning, coordinating and managing the circulation operations and services of the location library that serve as the primary contact to library patron in acquiring library materials and equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plans, coordinates and manages operations of location library circulation. Assists patrons in the check-out process of library materials and equipment; update patron records to track circulation of library materials and equipment; ensure proper order, maintenance, and condition of all books, materials and equipment of the college library.
- Selects and evaluates circulation staff. Provides day to day problem-solving, develop operational procedures, customer service policies, and circulation guidelines, and ensures proper training of staff. Creates and maintains circulation staff schedules to ensure coverage at all times.
- Prepares documentation to support equipment use and forecast future needs.
- Maintains library's reserve material collection.
- Maintains inventory control of library book collections.
- Monitors personnel budget for circulation. Prepares technical specifications for equipment purchases in support of library budget development.
- Assists students with library services and enforces circulation policies
- Collects and maintains statistical data needed in the evaluation of circulation services and, for federal and state reports.
- Serves as a liaison with other campuses regarding circulation services. Some locations may participate in the District Circulation Peer Group.

Manager, Library Services
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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Performs designated duties of Dean, Instructional Support Services in his/her absence.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

May require the ability to lift and carry moderately heavy materials up to 50 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree with twenty-four graduate hours in library/information science and five years' experience in library or circulation services, including supervision. Requires a working knowledge of library oriented hardware and software and the ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Proven written and oral communications skills to interact effectively with individuals from diverse backgrounds. Proven 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. ***

jam/T08/9/95
revised: 09/01/05 – rje; ccp
revised: 09/01/07 – rje/ad hoc;msv
revised: 08/2012 – emm
07/2013 – emm
Revised: 12/2016 - emm
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