



## Job Description

**Job Title: Team Leader, Educational Resources Services**

**JTC: TR9**

**Salary Range: N05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Serves as the primary liaison for district-wide Learning Resource Centers. Responsible for organizing, planning for, developing, and directing the acquisitions, receiving, processing, binding and payment operations work unit.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Solid experience with automated library systems. Extensive knowledge of library principles and policies, and a knowledge of a specialized area functions and workflows. Knowledge of using and developing library resource tools and resources, both online and other formats.

The ability to identify problems, by researching options and resources and provide and implements a solution. Ability to establish priorities, oversee progress toward meeting goals, track details and understand data analysis.

Develop and maintain constructive and cooperative working relations with individuals of multicultural backgrounds, both internally and externally, within and outside of the organization. Ability to interact collegially within a diverse student, faculty, staff and the community.

Experience gathering and documenting business requirements while making information decisions utilizing research and technology. Uses specific computer skills to complete assigned tasks and support strategic goals. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.

Excellent analytical, organizational, and computer skills required. Must have strong interpersonal skills and be able effectively communicate information and ideas both verbally and in writing. Strong knowledge and experience providing effective customer service.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus one (1) years' experience in library technical services functions, and two(2) years of supervisory experience. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Leads the Educational Resource Services team by maintaining a well-defined understanding of the automated library system and its capabilities. Supervises the acquisitions, receiving, processing, binding and payment operations, including print and non-print materials ordered by all campuses. Stays up-to-date on technological changes and best practices through professional development activities.

Resolves internal and external technical system problems/questions and takes necessary action to resolve. Prepares statistical reports upon request. Serves as Documentation Manager for the automated library system, including dissemination to Learning Resource Centers and department staff and provides training in its use.

Acts as liaison, consulting with product vendors and Learning Resource Center (LRC) staff for purchasing and licensing software relevant to the automated library system and manages the budget for these expenditures.

Responsible for administrative functions of purchasing, licensing, and acquiring access to electronic resources, including establishing subscriptions, subscription payment, monitoring payment, and other fiscal duties associated with electronic resource management. Assists in budget planning process. Responsible for validating requests for access to functions in the automated library system and assists in defining the need for function access to requestors. Creates and maintains web pages to support access to the library catalog, electronic resources, and information access aids.

Supervises staff involved in cataloging, acquisitions, accounting, receiving, processing and bindery operations. Must have excellent listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*