

## COLLIN COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

**TITLE:** Lead Circulation Assistant

**DIVISION:** Provost

**DEPARTMENT:** Learning Resources Center

**SECURITY SENSITIVE:** Yes

**JOB TITLE CODE:** 3841

**FLSA STATUS:** Non-Exempt

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**FUNCTION:** Supervise circulation personnel and functions of the LRC Circulation Department at the assigned Campus.

**REPORTS TO:** Executive Director LRC

**SUPERVISES:** Circulation Assistants, Student Assistants, and LRC Clerks

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### MAJOR RESPONSIBILITIES

#### Essential Job Functions:

- 1) Hire, evaluate, and document performance of circulation staff. Resolve issues and problems that arise for circulation staff including matters concerning personnel interactions, individual performance, customer services, and workflow. Work with Executive Director, Learning Resources Center and Human Resources to assure the fair and consistent administration of personnel policies.
- 2) Train and develop the expertise of circulation staff regarding the integrated computer system and database maintenance, cataloging and handling of the reserve materials, maintenance of the collections of books, videos, DVDs, audios, CDs, software, records, juvenile, reference materials while monitoring shelf-reading and inventory control of all collections.

- 3) Develop and assign long-term schedules and short-term scheduling of all circulation staff in order to ensure accomplishment of ongoing and long-term projects and to provide quality public service.
- 4) Develop, implement, and supervise a training system that ensures all circulation personnel are fully and quickly familiarized with any policy or procedural changes. Nurture communications with circulation personnel at other LRC locations to harmonize procedures district-wide.
- 5) Supervise the timely transfer of materials between the district LRC's. Assess and change transfer of material procedures and policies on site, coordinating/negotiating with physical plan services and other LRC locations as needed.
- 6) Gather accurate circulation statistics and report them in a timely manner.
- 7) Maintain a high standard of public service by training and supervising staff to interact and work cooperatively with members of the community and the college by ensuring accurate information and appropriate assistance is provided.
- 8) Supervise the function and maintenance of the LRC databases by monitoring policies related to reviewing shelf clearance reports and system-wide reports including the system-wide and site-specific policies related to print and non-print materials used by the integrated circulation computer system and microcomputer alternative system for online circulation.
- 9) Design and implement the accounting policies and record-keeping methods in consultation with the Business Office and Directors while supervising and monitoring all personnel regarding daytime/night/weekend collection of funds from delinquent patrons, video/DVD rentals, the sale of copy cards, and other money-handling services of the LRC. Supervise deposits.
- 10) Design and monitor system of handling reserve materials in consultation with teaching faculty and Executive Director; establish and implement procedures for on-site reserve cataloging, record-keeping, and retrieving.
- 11) Design, monitor, and continually improve workflow of circulation area; ensure work area is presentable at all times.
- 12) Determine and recommend budget requirements, district-wide system

improvements, equipment requirements and office supply inventory for the maintenance of the supervised area to the appropriate personnel, directors and task force.

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**Marginal Job Functions:**

- Travel between campuses to attend meetings, workshops, seminars, etc.

Assist in other areas as needed according to campus requirements.

## **MINIMUM QUALIFICATIONS**

**Knowledge, Skills and Abilities:**

Skills in supervising personnel.

Skills in managing projects and human resources.

Ability to push or pull objects (books on a cart with rollers) up to approximately 75 pounds or lift objects up to 25 pounds.

Ability to bend, stoop, squat, kneel, climb or reach when performing circulation responsibilities.

Ability to work in conditions containing dust, odors/fumes and chemicals.

Ability to supervise and maintain an accurate system of accounting for LRC money-handling services.

Extensive knowledge of library computer systems.

Ability to communicate and negotiate effectively with faculty, college administrators, students, and community members.

Ability to withstand considerable pressure and to direct projects or plan of action from inception through implementation

Computer skills including data base familiarity.

Ability to supervise multiple projects at once.

Interpersonal skills.

Ability to perform all the essential functions of this job.

**Education and Experience:**

Education: Associate degree.

Experience: Two years experience in a library circulation environment using an integrated library computer system, of which one year is experience supervising personnel.

OR

Any equivalent combination of training and experience.

Licenses/Certificates: None required.

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*NOTE: This job description is not an employment agreement or contract. The President and/or designee has the exclusive right to alter this job description at any time without notice.*

*Employees of CCCCD are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one's self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.*

*Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.*

*Employees must abide by all laws, college policies and guidelines.*

*Collin County Community College District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability or veteran status.*

