Job Description

Job Title:   Educational Resource Support Representative – Cataloging   JTC: CDZ
Salary Range:   N03   FLSA:   Non-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
Provides assistance to the Library Resource Centers with the distribution of materials, records and books. Supports the work related to making physical and electronic library materials ready to use, as well as data input and record maintenance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
General knowledge of general library standards, procedures, techniques, systems, working manuals and reference source. Skills in a specific area and remain current with developments and trends in areas of know-how. Applies District policies, procedures and operations.

The ability to arrange things or actions in a certain order or pattern according to a specific set of rules. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records etc.

Develop constructive and cooperative working relationships with others and embrace diversity. Ability to quickly search databases, internet resources and catalogs to find needed information.

The ability to develop specific goals and plans to prioritize, organize and accomplish work meeting deadlines. Understanding implications of new information for both current and future problem-solving and decision-making.

Skills in the use of personal computers and related software applications. Ability to communicate effectively with individuals from diverse backgrounds.

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
High school graduate or GED equivalency and two (2) years of work-related experience. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES
Maintain and update bibliographic records, fix problems in the bibliographic database and performs other general database maintenance tasks. Creates the table of contents information to bibliographic records. Follow and comply with appropriate departmental practices and procedures.

Prints new labels for materials at the campus request. Sorts and distributes materials from DCCCD college libraries to appropriate catalogers. Utilizes the library circulation system for check-outs, check-ins, and renewals. Participates in the signing and receiving of materials with the courier service on a daily basis.

Builds solid working relationships with campus libraries as well as outside institutions to address resource sharing issues. Serves as back-up to the inter-campus and interlibrary loan representative for DSC. Collaborates with both the acquisitions and catalog department to successfully provide library resources to our customers.

Enters, updates and completes interlibrary loan transactions in OCLC WorldShare, integrated library system and Outlook. Maintains and reports interlibrary loan statistics monthly. Receives and processes withdrawals, shared resources, and unwanted donations from campus libraries.

Participates in team efforts to provide a wide variety of services which support the department functions. Strong communication skills to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques interacting with a diverse population. Strong and knowledgeable customer service skills.

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.