

DAWSON COMMUNITY COLLEGE
JOB DESCRIPTION
March 2022

TITLE: Coordinator of Library Activities
POSITION: Classified, NON-Exempt, full time, 12 months
DIVISION: Academic Affairs
SUPERVISION RECEIVED: Director of Library Services
SUPERVISION EXERCISED: Work Study Students and Student Employees
RATE OF PAY: HOURLY RATE: \$15.29 GRADE: 11

SUMMARY:

Under the supervision of the Director of Library Services, the Coordinator of Library Services and Activities provides a wide variety of public, technical, and clerical services including information and reference service, reader's advisory, presenting programs, copy cataloging, circulation services, and administrative support. Under general supervision from the Director of Library Services, performs library duties and supervises the day-to-day operations of the library.

This position also serves Enrollment Management during peak times and as needed by cross training to work in the front office, assist with orientation, answer phones and other duties as assigned by the Director of Enrollment Management and in concert with the Director of Library Services.

The Library is a vibrant place on campus and this position will collaborate with the Director of Library and other areas to schedule events. This position collaborates and coordinates events and activities with the Assistant Director of Housing Operations and Student Conduct.

Must be a self-starter, creative problem solver, excellent organizer with high energy to meet deadlines and to manage a demanding schedule. This position requires the ability to communicate orally and in writing; read written material; adhere to written policies and procedures.

Under the general direction of the Library Director, this position is responsible for community outreach, partnership development, and coordination of all programs.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to diversity, equity, inclusivity and learning.

Professionalism at Dawson Community College includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of all Dawson Community College job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES and RESPONSIBILITIES

- Provide high quality customer service; interact in a professional and respectful manner with all stakeholders
- Assist callers and visitors with inquiries; provide general information regarding procedures, services, hours, location of materials, etc.
- Adhere to all policies, procedures, and guidelines and maintain strict patron confidentiality
- Perform all library processes including but not limited to circulation, cataloging, retrieval, fee/payment management, interlibrary loan, patron management, and stacks maintenance
- Assist patrons with basic reference and reader's advisory needs and refer to Library Director as appropriate
- Maintain the cleanliness, appearance, and functionality of the library
- Develop, promote, and implement library programs and displays in collaboration with the Director
- Troubleshoot and assist patrons with the use of library hardware and software, e.g., computing and printing
- Address the needs, activities, interests, incidents, and requests of the library and its patrons in collaboration with the Library Director
- Plan and execute events in the Library in collaboration with the Director of Library Services and other campus partners, e.g., the Assistant Director of Housing and Student Conduct and Director of Enrollment
- Participate in training/professional development as necessary and when applicable
- Work evenings and weekends as needed
- Demonstrate a commitment to the college values of excellence, respect and integrity.
- Assists the College/Enrollment Management on high activity days, e.g., Buccaneer Days, Advising Days, Registration Days, Move-In Days, etc.
- Works in Enrollment Management during down time in the library, e.g., between semesters, spring break, summer, etc.
- Performs other duties as assigned
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), may receive and is required to report any criminal incidents brought to their attention to the Dean of Student Success so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)

PERFORMANCE STANDARDS:

CORE COMPETENCIES:

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices and reporting hierarchy.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to decide; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems promptly; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Dresses appropriately for workplace with frequent customer service interactions. Supports and promotes a positive image of Dawson Community College.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment inclusive of all students, colleagues, co-workers and community members and supports underrepresented stakeholders.
- Assessment – Assesses annual performance and works closely with Supervisor.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This institution is an equal opportunity employer

REQUIRED EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Earned Bachelor's degree and/or an equivalent amount of education and experience.
- Event Planning
- Ability to maintain sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.
- Ability to maintain high level of professionalism and confidentiality.
- Ability to work evening and weekends, as necessary.
- Ability to process complex, detailed work with accuracy; strong organizational skills
- Knowledge of standard office systems, and software programs including e-mail, Internet applications, database searching, and working knowledge of computer and word processing/database/spreadsheet software (Microsoft Office)
- Excellent interpersonal skills, oral and written communication skills
- Demonstrated problem-solving and decision-making abilities; ability to pay attention-to-detail and follow established guidelines
- Valid Montana Driver's license.

PREFERRED:

- Master's Degree
- Experience working in a professional environment and/or library
- Experience working in a professional environment and/or library

Tools & Equipment Used

Library computer system; personal computer including world wide web search engines, library databases, the library's web site, calculator; copy and fax machine; phone.

Physical Demands

The employee must occasionally lift and /or move up to 30 pounds; push and/or pull objects weighing 50-100 pounds on a wheeled cart or book truck. Sit for extended periods. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee is frequently required to walk, sit, talk and read aloud.

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

Background checks are required prior to employment.

DIRECT INQUIRIES TO:

Human Resources Department
hr@dawson.edu
406-377-9430

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Matt Hull, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: mhull@dawson.edu Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) _____

DATE: _____

REVIEWED BY (EMPLOYEE SIGNATURE): _____

DATE: _____