



Job Description

Job Title: Coordinator of Media Distribution

JTC: N54

Salary Range: N01

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

Plans coordinates and delivers the daily distribution of multimedia equipment for classrooms, conference and room via request from staff or faculty.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of audio/visual equipment operation. Intermediate knowledge of computers to identify and retrieve non-print media in a multi-campus system.

Ability to deliver information and assistance regarding the use and availability of equipment and resource material.

Able to establish and maintain effective working relationships. Knowledge of how to handle stressful situations that require tact and diplomacy. Able to conduct and train coworkers pertaining to equipment.

Able to maintain inventories and directories available for resource material.

Ability to effectively communicate with individuals from diverse backgrounds. 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. Occasionally may be required to lift and carry materials weighing up to 30 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma and two (2) years of experience is required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates the ordering, scheduling, delivering, retrieval and basic maintenance of media equipment and non-print material. Evaluate installed equipment and troubleshoot and resolve issues with the multimedia equipment.



Provides information and assistance regarding the use and availability of equipment and resource material. Maintain inventory records and statistics of the equipment and the distributions.

Coordinate media rentals and inter-library loans. Coordinate annual equipment inventory of resource materials, catalogs, and equipment. Offer training programs on the use of equipment. Trains faculty and staff on usage of equipment.

Prepare requisitions for purchase, rental or preview of non-print instructional material. Maintain utilization statistics and other records. Participate in setting up a variety of equipment used to record special events.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer services to clients.

Performs related 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.