



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 902.2

Job Title: **LIBRARIAN I**

Pay Grade: 16

### **GENERAL SUMMARY:**

Performs professional library work. Provides professional reference services and dissemination of information to library patrons.

### **RESPONSIBILITIES:**

- Provides reference services for library patrons and other libraries including phone questions and in-person requests that range from ready reference to in-depth research, and may require use of on-line databases.
- Interprets and teaches use of basic indexes, directories, guides, business services, files, catalogs, databases, online resources, etc. in response to clients' information needs.
- Performs Collection Development for an assigned discipline under the general direction of the unit manager.
- Provides Readers' Advisory functions for library patrons.
- Performs original cataloguing and copy cataloguing of all library materials.
- Provides instruction on reference methods and sources and promotes usage of library facilities.
- Prepares and maintains various data files and statistical reports, including bank deposits, equipment inventory, library utilization, etc.
- Performs miscellaneous tasks as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE AND EXPERIENCE:**

Requires a Master's of Library Science degree from a school accredited by American Library Association (ALA). No experience is required.

OR

Requires a Bachelor's degree plus 18 hours toward a Master's of Library Science degree from a school accredited by ALA and one year of library experience providing reference and programming. A Master's of Library Science degree must be completed within two years of being hired into this classification.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesies; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Librarian I  
Librarian II  
Librarian III  
Librarian IV  
Librarian V  
Library Chief

*Effective: October 1990  
Revised: October 2014*