



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 902.6

Job Title: **LIBRARIAN IV**

Pay Grade: 25

GENERAL SUMMARY:

Manages the activities of a regional cluster of branch libraries or a major divisional unit. Performs professional library functions.

RESPONSIBILITIES:

- Coordinates activities involving a regional cluster of branch libraries.
- Manages all day-to-day operations of the divisional unit.
- Develops budget requirements and monitors expenditures.
- Develops and implements departmental goals; establishes priorities and evaluates performance standards.
- Recruits, trains, evaluates and counsels unit staff.
- Prepares management reports.
- Provides specialized technical knowledge or subject expertise to the library department.
- Performs community relations activities and promotes the library department.
- Assists with special projects as requested.

SPECIFICATIONS:

KNOWLEDGE:

Requires application of advanced principles, techniques and theory in a professional discipline or thorough general business management knowledge. Knowledge of this level is typically obtained through a Master's degree or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed. Requires Master of Library Science degree from a school accredited by the American Library Association.

EXPERIENCE:

Four years of experience as a librarian are required, including at least one year of management experience.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions such as hirings, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

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 substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

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 simple gross motor responses within large tolerances.

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: December 1993*