



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 903.4

Job Title: **ASSISTANT DIRECTOR-LIBRARY(EXE LEV)**

Pay Grade: 32

GENERAL SUMMARY:

Assists the Director in planning, directing and administering the daily operations of the city's public library system.

RESPONSIBILITIES:

- Assists the Director with planning and assessment activities, including library policy determination and implementation, future goals/services determination and annual budget.
- Administers all human resource areas, including recruitment/selection, training & development, performance evaluation and discipline, etc.
- Administers the library's volunteer program.
- Coordinates internal programs and services with Division Chiefs.
- Provides liaison to the Friends of the Library and serves as appointed library spokesperson.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Master's degree in Library Science or a closely related field.

EXPERIENCE:

Seven years of professional library experience are required.

COMPLEXITY:

Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hiring, terminations and pay changes.

Indirect Supervision:

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

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

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 involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that require diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

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:

Assistant Director-Library (Executive Level)

Effective: October 1990

Revised: April 1992