



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 901.5

Job Title: **LIBRARY ASSISTANT SUPERVISOR**

Pay Grade: 14

GENERAL SUMMARY:

Schedules and directs Library Assistant employees in the performance of their assigned duties; reviews and evaluates their work.

RESPONSIBILITIES:

- Schedules and assigns daily work for library assistant staff.
- Supervises, monitors and audits work assignments.
- Assists in employment screening and hiring; conducts performance reviews.
- Provides clerical assistance as needed including typing, data entry, copying, answering telephones, etc.
- Trains new staff members and conducts training periodically for all clerical staff.
- Supervises the daily operation of circulation desk: checking in and out materials, reserves, patron registration, scheduling staff, handling complaints, implementing library policies and procedures.
- Responsible for cash receipts at the desk.
- Performs miscellaneous tasks as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

Two years of library or clerical experience are required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. 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.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; 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 involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

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:

Library Assistant
Senior Library Assistant
Library Assistant Supervisor

Effective: October 1990

Revised: March 1992