



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 901.9

Job Title: **SENIOR LIBRARY SERVICE SPECIALIST**

Pay Grade: 16

GENERAL SUMMARY:

Performs para-professional library work in various library functions such as reference and cataloging and provides service to special populations.

RESPONSIBILITIES:

- Performs reference work using subject expertise or general resource materials.
- Catalogs material from detailed copy.
- Compiles book lists and bibliographies; reviews books and other material in areas of subject matter expertise.
- Coordinates library services for special populations including the visually and hearing impaired.
- Assists in planning and conducting adult, young adult and juvenile programs.
- Receives and processes reserves and interlibrary loan requests.
- Interprets and teaches use of basic indexes, directories, guides, business services, files, catalogs, databases, online resources, etc. in response to clients' information needs.
- Performs miscellaneous tasks as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree.

EXPERIENCE:

One year of professional experience in library, information services, or education is required. Related professional experience may be substituted for the education requirement on a year-to-year basis.

COMPLEXITY:

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

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SPECIFICATIONS: (continued)

Direct Supervision:

No direct report employees

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

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 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 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:

Library Service Specialist
Senior Library Service Specialist
Library Service Supervisor

Effective: October 1990

Revised: April 2017