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 programs (youth, adult, technology), circulation, specialized public service, general reference, cataloguing and programming to specific populations.

RESPONSIBILITIES:

- Connects customers to the information that they seek within a broad field of knowledge under the guidance of a professional librarian in person and over the phone.
- Assists and/or instructs other employees with their duties. May serve as the person in charge during manager's absence.
- Analyzes needs of library customers, determines search strategy and identifies appropriate information source.
- Coordinates library services for specific populations, including community relations activities and outreach.
- Performs circulation duties including check in and out, processing holds and new materials, shelving, applications, interlibrary loan requests, and explaining library fines and fees.
- Plans and conducts adult, teen, and juvenile programs.
- Assembles and arranges displays and bibliographies of books and other library materials.
- Interprets and teaches use of basic indexes, directories, guides, business services, files, catalogs, databases, online resources, etc. in response to clients' information needs.
- Engages in professional development to remain up to date on current library trends and standards.
- Performs other duties as assigned

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree.

EXPERIENCE:
One year of professional/paraprofessional experience in library, information services, or education is required.

SPECIFICATIONS: (continued)

SUBSTITUTION:
Associate's degree and three years of professional/paraprofessional experience in library, information services, or education.

OR

Five years professional or paraprofessional experience in library, information services, or education may be substituted for the education requirement.

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 routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

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
Revised: February 2025