CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 902.4

Job Title: **LIBRARIAN II**

Pay Grade: 21

GENERAL SUMMARY:

Performs professional library work by providing reference services for library patrons, cataloguing, collection management, and Readers' Advisory. May or may not serve as a small unit supervisor or assistant supervisor in a larger unit or grouping of Neighborhood Libraries.

RESPONSIBILITIES:

- May serve as working supervisor or lead of Branch activities in the absence of the Branch Manager or may serve as the Branch Supervisor or lead of a small branch library.
- May supervise or lead a staff, including scheduling and evaluation.
- Plans and implements a full range of library services for children, teens, and adults.
- As Senior Reference Librarian, provides reference services for library patrons and other libraries. May also serve as consultant to other libraries.
- Interprets and teaches use of complex indexes, directories, guides, business services, government documents in response to clients' information needs.
- Performs Collection Development for an assigned discipline, including reviewing, selecting, ordering, weeding and relocation of items.
- Prepares bibliographies and readers guides.
- Provides instruction on reference methods and sources and promotes usage of library facilities.
- Performs original cataloguing and copy cataloguing of all library materials.
- Performs community relations activities and programs.
- Performs miscellaneous tasks as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Master's of Library Science degree from a school accredited by American Library Association (ALA) and one year of library experience.

OR

Requires a Bachelor's degree plus 18 hours toward a Master's of Library Science degree from a school accredited by ALA and two years of library experience. A Master's of Library Science degree must be completed within two years from being hired into this classification

SPECIFICATION: (continued)

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work lead to minor inconvenience and incur some 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.

SUPERVISION EXERCISED:

Direct Supervision:
May involve scheduling, supervision and evaluation of work as a "first-line supervisor", and may recommend 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 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 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:
Librarian I
Librarian II
Librarian III
Librarian IV
Librarian V
Library Chief
Effective: October 1990

Revised: October 2025