CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 902.5

Job Title: **LIBRARIAN III**

Pay Grade: 23

GENERAL SUMMARY:

Performs professional library work. May supervise or lead a single neighborhood library unit, small grouping of neighborhood libraries, and/or serves as an Assistant Supervisor or lead in a library unit.

RESPONSIBILITIES:

- May supervise all day-to-day operations of a location, grouping or divisional unit.
- Participates in the allocation of assigned budget and monitors expenditures.
- May supervise, recruit, train, evaluate and counsel department staff.
- Prepares statistical and narrative reports for management presentation.
- As Senior Reference Librarian, provides reference services for library customers and other libraries. May also serve as consultant to other libraries.
- Interprets and teaches the use of complex indexes, directories, guides, business services, files, catalogs, databases, online resources**,** etc. in response to clients' information needs.
- Coordinates and may supervise Collection Development within established budget guidelines, providing feedback and evaluation as appropriate.
- Performs original cataloguing and classifies all library materials.
- Responds to routine customer comments to maintain high quality customer service.
- Performs regular facility checklists and reports issues to maintain a safe library environment.
- Analyzes community needs and oversees the development of programming for all ages. Implements marketing plan to promote the library. Conducts community activities and programs.

SPECIFICATIONS:

KNOWLEDGE:
Requires Master's of Library Science degree from a school accredited by the American Library Association.

EXPERIENCE:
Three years of library experience are required, including one of the years with lead or supervisory experience.

COMPLEXITY:
Work is somewhat complex and varied and may require interpretation of technical and detailed guidelines, policies and procedures.

SPECIFICATION: (continued)

LICENSE: Texas Driver's License required.

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 and evaluation of work as a supervisor or team lead. This position may have significant levels of input as it pertains to personnel actions such as hirings, terminations and pay changes.

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 simple gross motor responses within large tolerances.

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: April 2026