CITY OF HOUSTON
JOB DESCRIPTION

Job Code: 902.6

Job Title: **LIBRARIAN IV**

Pay Grade: 25

GENERAL SUMMARY:
May supervise or lead the activities of a major public service division, unit, group of neighborhood libraries or system-wide library service. Performs professional library functions.

RESPONSIBILITIES:

- Supervises or leads the daily operations of a major public service division, unit, group of neighborhood libraries, or system-wide library service
- May participate in the development of budget requirements and monitors expenditures.
- May develop and implement departmental goals; establishes priorities and evaluates performance standards.
- May recruit, train, evaluate and counsel staff.
- Provides specialized technical knowledge or subject expertise to the library department.
- Prepares analytical and descriptive reports and presentations to administration and executive team.
- Performs community relations activities and outreach to promote library resources and services. promotes the library department. Represents the library at community meetings and to community stakeholders.
- Responds to customer comments to maintain high-quality customer focused standards and ensure library operations match community needs.
- Conducts site visits and may serve as the liaison between staff and administration.
- Assists with special projects as requested.

SPECIFICATIONS:

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

EXPERIENCE:
Four years of experience as a Librarian are required including at least one of the years with supervisory or lead experience. OR five years of progressively responsible professional experience in library, special collections, or archives experience including one year of supervisory or lead experience.

License: Texas Driver's License required.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. 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.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling and evaluation of work as a first-line 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