# CITY OF HOUSTON
**JOB DESCRIPTION**

Job Code: 903.2

Job Title: **LIBRARIAN V**

Pay Grade: 27

## GENERAL SUMMARY:
Supervises the daily operations and coordinates the operations, services and activities of a major library section.

## RESPONSIBILITIES:

- Supervises daily operations and coordinates the operations and ensures achievement of long- and short-term goals.
- Participates in the development of long- and short-range business plans for Library services, expansion, innovation and capital improvements.
- Assists in selection, training, and performance evaluation of library personnel.
- Interprets and advises library policy and procedures for the general public, community groups, schools, etc.
- Serves as liaison to other divisions of the library by participating in or providing leadership in library committee work.
- Prepares monthly, annual, and/or special reports and may write grant applications.
- Develops effective library services and outreach programs for the community served.
- Represents the library to the public and community stakeholders.
- Provides technical assistance to staff in other units and divisions of the library.
- Participates in and may direct some part of the development and implementation of library budget plans.

## SPECIFICATIONS:

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

**EXPERIENCE:**
Requires either five years of experience as a Librarian, including two of the years with supervisory or lead responsibility OR six years of progressively responsible professional experience in library, special collections, or archives including one of the years with supervisory or lead experience.

**LICENSE:** Texas Driver’s License is 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 could lead to moderate expenses and inconveniences. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

**SUPERVISION EXERCISED:**

**Direct Supervision:**
Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position has significant input on personnel actions, such as hiring, terminations and pay changes.

**Indirect Supervision:**
Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

**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 is physically comfortable; the individual has discretion about walking, standing, etc.

**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*