



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 903.3

Job Title: **LIBRARY CHIEF**

Pay Grade: 29

GENERAL SUMMARY:

Plans, organizes and supervises the daily services and activities of a major library section such as the Central Library, branch system or a technical processing center.

RESPONSIBILITIES:

- Supervises the daily library operations, services and activities including budgets & capital improvements, human resources, facility maintenance and building programs, and administrative budgets/reports and grants.
- Promotes internal and external goodwill and understanding of the library services and projects.
- Prepares and implements plans for improvement and expansion of library services.
- Advises the Assistant Director of departmental progress and problems through monthly or quarterly reports and provides recommendations and solutions.
- Coordinates library services and activities with other City departments.

SPECIFICATIONS:

KNOWLEDGE:

Requires application of advanced principles, techniques and theory in a professional discipline or a thorough general business management knowledge. Knowledge of this level is typically obtained through a Master's degree or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed.

EXPERIENCE:

Five years of experience as a librarian are required, including three with management responsibility.

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 could lead to significant expense and inconvenience. 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.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

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: December 1993*