



University of Houston-Downtown Job Description

Job Title: Assistant Director, Administrative Services
FLSA Category: Exempt
Grade: 26
Job Code: 2295

DUTIES

Job Summary: Assists the director in carrying out administrative functions for the library

Duties and Responsibilities:

- Gathers information about library activities to assist in unit planning and preparation of annual reports
- Promotes the library's interests in various university committees
- Analyses and evaluates use the education resources and makes recommendations to update or remove resources
- Plans and conducts library user-satisfaction surveys
- Answers reference questions at information desk
- Conducts collection development activities for the Urban Education program
- Reconciles capital property records with the University's business affairs office and maintains record of additions and transfers of capital property

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Advanced/Master's Degree in Library Science

Experience: Minimum of 5 years

Licenses/Certification: None Required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.