



University of Houston-Downtown Job Description

Job Title: Assistant Director, Public Services
FLSA Category: Exempt
Grade: 26
Job Code: 2780

DUTIES

Job Summary: Provides leadership, direction and coordination for the public services division

Duties and Responsibilities:

- Oversees and facilitates day-to-day division operations, including supervision of reference, circulation, and ILL units.
- Communicates with other university departments and library patrons to identify and resolve customer concerns
- Interprets library and university plans, policies and procedures for staff
- Reviews and selects academic materials for the social sciences areas
- Communicates information on how to utilize library resources
- Recommends databases and journals for purchase
- Participates in the analysis, recommendation, planning, and implementation of new initiatives related to technology and library renovation

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.