



**University of Houston-Downtown
Job Description**

Job Title: Circulation and Reference Librarian
FLSA Category: Exempt
Grade: 25
Job Code: 2770

DUTIES

Job Summary: Leads, coordinates and supervises the library Circulation Department, which is responsible for activities connected with the lending and return of library materials.

- Duties and Responsibilities:
- Directly supervises staff of 5+ FTE Library Assistants, which includes training, scheduling, coaching, disciplining, and problem solving. Indirectly oversees 10+ work-study student employees
 - Ensures Circulation's public service desk is staffed all of the time the library is open
 - Administers and analyzes procedures related to lending and return of library materials
 - Oversees and resolves billing and customer service issues, reserves, patron information, shelving, and stack maintenance
 - Communicates and meets with peers at other University of Houston system libraries to establish common practices and clarify local differences relating to automated library system
 - Provides reference services and one-on-one instruction in use of library resources in person, through telephone, e-mail, chat, and WebCT bulletin board system to students, faculty and other affiliated patrons
 - Prepares lesson plans and teaches library instruction classes
 - Serves as subject librarian and faculty liaison, performing collection development through review, selection and marketing of library resources

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Advanced/Master's Degree in Library Science

Experience: Minimum of 2 years

Licenses/Certification Degree awarded by an ALA accredited institution

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.