Job Title: LIBRARIAN II – Collection Development
Closing Date/Time: Tue. 11/18/14 11:59 PM Central Time
Salary: $1,458.00 - $2,244.00 Biweekly
$37,908.00 - $58,344.00 Annually
Job Type: Full-Time
Location: 500 McKinney St., Houston Texas
Department: Library

PN# 13666: Librarian II
Applications accepted from: All Persons Interested

DEPARTMENT: Library Department
DIVISION: Customer Experience
SECTION: Various
Reporting Location: Various
Workdays & Hours: (Varied Hours within Mon - Sun; 8:00am - 8:15pm)*
(Rotating Shift)*
*subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
Houston Public Library (HPL) is seeking energetic, flexible, team-oriented people with a passion for customer service to work as a Librarian II, Manager, or a Librarian II, Assistant Manager, in our neighborhood libraries in addition to a Librarian II, Collection Development, for the African-American Library at the Gregory School. HPL serves a population of 2.2 million citizens through a network of 37 Neighborhood Libraries spread out across the Houston area, a Central Library, and three Special Collections Libraries. Successful candidates will communicate effectively, provide exceptional customer service, enjoy working with, learning, and teaching new and emerging technologies, be at ease multitasking in a fast-paced public service setting and enjoy interacting with people of all ages from diverse backgrounds.

Librarian II Collection Development will:
• lead and direct the efforts in researching, acquiring, cataloging, digitizing, and preserving the African American Library at the Gregory School's non-archival collections including but not limited to books, vertical files, periodicals, and newspapers
• provide specialized reference services and research assistance to the general public in-person and electronically
• assist in the African American Library at the Gregory School's programming efforts by curating exhibits, conducting departmental tours, assisting with programs and outreach efforts, and representing the library and Gregory School at public events
• participate with the manager in unit strategic planning to meet changing services and customer needs including the supervision of support staff, interns, and volunteers

Requires evenings and weekends (Saturday and Sundays) shift work.

WORKING CONDITIONS
Position requires stooping and bending; lifting of library materials up to 20 pounds. Must be able to move freely throughout the library to file/retrieve library materials. Must be able to effectively communicate orally and in writing.

MINIMUM REQUIREMENTS:

MINIMUM EDUCATIONAL REQUIREMENTS
Requires a Master's of Library Science degree from a school accredited by American Library Association (ALA) and one year of experience as a librarian. OR Requires a Bachelor's degree plus 18 hours toward a Master's of Library Science degree from a school accredited by ALA and two years of professional library experience. A Master's of Library Science degree must be completed within two years from being hired into this classification.

MINIMUM EXPERIENCE REQUIREMENTS
One year of professional library experience with ALA accredited Master's in library science, or 2 years of professional library experience with 18 hours towards Masters of Library Science degree.

MINIMUM LICENSE REQUIREMENTS
Valid Class "C" Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES:

Knowledge of current versions of MS Office (Excel, Word, PowerPoint, and Outlook), Sirsi Symphony and excellent oral, written and interpersonal communication skill are preferred. Experience in personnel management and supervision, working with diverse populations and a strong familiarity with public libraries is preferred.

**Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6,**

GENERAL INFORMATION:

SELECTION/SKILLS TESTS REQUIRED None
However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION? Yes
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 21**

**APPLICATION PROCEDURES**
Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown. Applications must be submitted online at: www.houstontx.gov. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer