



**University of Houston-Downtown  
Job Description**

Job Title: Assistant Director, Technical Services  
FLSA Category: Exempt  
Grade: 26  
Job Code: 2285

**DUTIES**

Job Summary: Administers library policies and procedures in the course of facilitating the daily business of ordering, receiving, and cataloging books, audiovisual materials, print and electronic resource subscriptions

Duties and Responsibilities:

- Supervises and participates in ordering, cataloging, checking in, processing and claiming of new subscriptions
- Investigates and determines solutions to department problems as related to personnel or library material acquisition
- Collaborates with peer professional staff to build the library's collections
- Represents library as a liaison to major serials vendors
- Conducts research and disseminates information as needed at the public services information desk
- Develops and oversees the expenditure of the library collection materials budget
- Oversees and facilitates day-to-day division operations, including supervision of serials, cataloging, acquisitions, and electronic resources units

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.