

**CLASS SPECIFICATION  
LIBRARIAN 6152  
SENIOR LIBRARIAN 6153  
PRINCIPAL LIBRARIAN 6155**

**06-15-90**

**Summary of Duties:** Provides a variety of professional library services to adults, young adults, and children. These services include: reader guidance, reference and information service, and collection development and management; selects, reviews, indexes, classifies, and catalogs books and other library materials; directs a branch library, a mobile service unit, a library region, a central library subject department, a technical services unit, or specialized library administrative function; assigns, reviews and evaluates the work of library support staff engaged in the maintenance of the public library system; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** Employees of these classes are primarily concerned with making library resources and facilities available to the public. This includes arranging library materials in the most useful manner, giving professional assistance to library patrons, apprising the public of available library resources, and maintaining up-to-date collections of books and other library materials. Much of their work is performed without close supervision and requires considerable judgment and tact in dealing with the public.

A Librarian represents the first level of professional library work. An employee of this class supervises daily activities and trains library assistants, clerical personnel, and volunteers. A Librarian is distinguished from a bona fide supervisor in that they are not responsible for the full range of supervisory activities. Although an employee of this class may have charge of a sub-branch library or a subdivision of a Central Library section, a Librarian ordinarily works under the immediate direction of a Senior Librarian.

A Senior Librarian supervises a branch library, a bookmobile unit, a special or technical services unit, or a department in the central library. Additionally, a Senior Librarian does more responsible work than that ordinarily assigned to Librarians, such as book and material acquisitions and collection control. Incumbents in the class of Senior Librarian, as bona fide supervisors, are distinguished from Librarians in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests. A Senior Librarian normally reports to a Principal Librarian.

A Principal Librarian supervises a regional library group, a technical or special services unit, or a central library subject department. Incumbents in the class of Principal Librarian, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests. A Principal Librarian is distinguished from a Senior Librarian in that in addition to the larger and more complex administrative and supervisory responsibilities, they solve highly technical problems in professional library work. A Principal Librarian reports to a Division Librarian who is available for consultation on difficult problems.

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**Examples of Duties: Librarian:** Organizes, processes and supplies information, books, and other materials for children, young adults, adults, and groups with special needs; maintains an inventory of library materials in assigned subject areas; identifies, reviews and evaluates materials to be added to or removed from collections; selects books for purchase, working within a defined annual budget; and keeps up with the literature in fields of responsibility and with current literary trends.

Fills requests for books and other library materials from patrons and other libraries; advises patrons on available information related to their areas of interest and prepares reading and reference lists for them; classifies and catalogs incoming materials; uses on-line computer systems for information retrieval, cataloging, inter-library loans, and inventory control; responds to complaints made by patrons; interprets library policies and procedures for the public; and maintains the security of the library in the absence of security personnel.

Provides library services to elementary, junior and senior high schools including talks and demonstrations; designs displays and exhibits; writes press releases and articles about the library and its materials; and gives talks to community groups, business groups and governmental agencies.

Supervises library assistants, clerical support staff and volunteers; assigns or reassigns work as necessary; organizes and conducts staff training sessions; and makes up work schedules.

**Senior Librarian:** Supervises a library branch, bookmobile unit, or unit of a Central Library subject department, or a unit of the Technical Services Division; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; handles and attempts to resolve grievances; prepares work schedules; conducts staff meetings;

Assures that agency facilities, equipment, and vehicles are in proper condition; makes recommendations for the arrangement of material collections; selects or makes recommendations for acquiring, binding, mending, withdrawing, and replacing library materials; determines priorities for processing incoming library materials; answers difficult reference questions and adjusts complaints unresolved by Librarians; directs searches for missing books; analyzes community interests in order to identify materials to be added to special collections;

Identifies agency needs for budget requests; requisitions supplies and equipment; serves on committees and personnel interview boards; helps organize programs; gives book talks to community groups, writes articles for newspapers, and uses other methods of publicizing services and resources of a library branch or unit; prepares reports of branch or unit operations;

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May act as regional children's librarian and advise all children's librarians in a region; may coordinate interlibrary loan activities for the Library Department; may supervise a book order or serial order unit; may coordinate the transfer of books among branches and between branches and the Central Library; may supervise implementation of computer software to specific library applications; and may act for a Principal Librarian in that employee's absence.

**Principal Librarian:** Plans, directs, coordinates, and supervises the work of a Central Library subject department, a technical services agency, a library region, or coordination of special services; establishes operating policies and procedures; evaluates operations in order to prepare a budget and to ensure full public service and utilization of personnel; assignments are generally in terms of broad objectives or complicated problems and incumbents have considerable autonomy to operate their unit and formulate recommendations; exercises considerable independent judgement and are accountable for objectives accomplished and problems resolved;

Assures that the department or region is properly staffed; instructs subordinates in library policies and procedures and resolves problems and questions; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; investigates grievance appeals at the first or second level in the grievance process;

Coordinates and develops library services and administers the maintenance and development of an up-to-date materials collection; approves the development of special collections; approves recommendations for purchasing, withdrawing, binding, mending, and replacing library materials; identifies major new informational resources of library wide importance; identifies rare and valuable materials for retention in the library's special collections; plans for seasonal demands on the library section or region; determines the most advantageous use of available space; investigates sources of potential grant funds for library functions; makes surveys and prepares reports on library functions; assists in revising the Department procedures manual; serves on committees and personnel interview boards; cooperates with schools and community organizations in determining library needs and explaining library policies, procedures, and goals; speaks to groups and writes articles on library services and materials; keeps local officials informed of library activities; directs the preparation and publication of catalogs, newsletters, booklists and other informational material; surveys communities and makes recommendations on location of library facilities; works with the building and planning units to determine the physical size, layout, and best utilization of facilities; participates in planning of the construction and purchase of furniture and equipment; initiates requests for alterations or improvement of physical plant and for building repairs and service;

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May coordinate the selection of adult materials for branches, coordinate and supervise the purchase of materials collections for new and expanding branches, and supervise centralized interlibrary loan services, transfer of materials among branches, library service to shut-ins, and multilingual services; may coordinate the activities of Librarians and Senior Librarians assigned to work with children, young adults, and adults; coordinates the selection of children's or young adult materials, conducts regular conferences to review children's materials, and discusses general problems in the field;

May direct the classification and cataloging of all types of library materials, decide difficult technical problems, direct the recataloging of transferred and other library material, and oversee the maintenance of official authority files, card catalogs, shelf lists, and other cataloging records; may serve as an aide to a Division Librarian; may serve as subject expert and establish policies for the loan of specialized material to other libraries; may direct the activities of an order section engaged in purchasing books, serials, and other materials selected by operating units, see that orders are placed to obtain the best discounts, and direct the receiving and processing of library materials prior to cataloging, approving of invoices, and maintenance of book order records and current information on publishers; may interact with other City departments to assure proper operation of supervised units; and may act for a Division Librarian in that employee's absence.

Employees in all three classes occasionally may be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:**

**Knowledges:**

Technical reference procedures and problems, including standard and specialized reference and bibliographic sources;  
 General public library activities, policies, aims, and services;  
 Standards for selecting outstanding and distinguished books in the children, young, adult, and adult fields;  
 Books that most authorities agree are of distinguished literary value;  
 Professional library techniques;  
 Technical classification and cataloging procedures and problems, including Dewey Decimal Classification system, Library of Congress Subject Heading Plan, and Cutter Numbers;  
 Techniques used in working with children and young adults;

	<b><u>Librarian</u></b>	<b><u>Senior Librarian</u></b>	<b><u>Principal Librarian</u></b>
Technical reference procedures and problems, including standard and specialized reference and bibliographic sources;	Good	Good	Good
General public library activities, policies, aims, and services;	Good	Good	God
Standards for selecting outstanding and distinguished books in the children, young, adult, and adult fields;	Good	Good	Good
Books that most authorities agree are of distinguished literary value;	Good	Good	Good
Professional library techniques;	Working	Good	Good
Technical classification and cataloging procedures and problems, including Dewey Decimal Classification system, Library of Congress Subject Heading Plan, and Cutter Numbers;	Working	Good	Good
Techniques used in working with children and young adults;	Working	Good	Good

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Administrative and professional problems encountered in furnishing library services to the public and techniques for their solution;	General	Working	Good
Supervisory principles and practices including: planning, delegating, and controlling the work of subordinates;	General	Good	Good
Techniques of training, instructing, and evaluation of subordinate work performance;	General	Good	Good
Effective safety principles and practices;	General	Good	Good
Techniques for counseling, disciplining, and motivating subordinate personnel;		Good	Good
Procedures for grievance handling;		Good	Good
Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Memoranda of Understanding as they apply to subordinate personnel;		Good	Good
City personnel rules, policies, and procedures;		Working	Working
Organization, activities, procedures, policies, rules, aims, and services of the Library Department;		General	General
Clerical procedures and techniques of the library;		Good	Good
Books currently and generally in demand in the City and local subject reading interests;		Good	Good
Procedures involved in centralized ordering, receiving, and processing of books, serials, and other library materials;		Good	Good
Preparation of budget estimates for the library unit concerns;		Working	Good
		Working	Good

**Abilities:**

	<b><u>Librarian</u></b>	<b><u>Senior Librarian</u></b>	<b><u>Principal Librarian</u></b>
Do technical reference work and bibliographic research;	X	X	X
Furnish reading guidance to library patrons;	X	X	X
Review and analyze books;	X	X	X
Evaluate and select books and other library materials for acquisition or discard;	X	X	X
Speak effectively before groups of children, young adults, and adults;	X	X	X
Deal tactfully and effectively with other employees and the public;	X	X	X
Establish and maintain a work environment to enhance both employee morale and productivity;		X	X
Apply sound supervisory principles and techniques;		X	X

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Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program;	X	X
Supervise difficult technical reference work and bibliographic research;	X	X
Determine current and future needs of the library unit to meet the needs of the community and/or the library collection;	X	X
Oversee budgeted expenditures for optimal collection development;	X	X
Analyze facts and make decisions;	X	X
Prepare correspondence and accurate and concise reports.	X	X

**Requirements:**

A Master's degree in Library Science or comparable fifth-year degree in Library Science is required for Librarian.

Two years of professional library experience as a Librarian is required for Senior Librarian.

Two years of professional library experience as a Senior Librarian is required for Principal Librarian.

**License:** **All classes:** A valid California driver's license and good driving record may be required.

**Physical Requirements:** **All Classes:** Strength to perform average lifting of less than five pounds and occasionally over 30 pounds; arm, hand, and finger dexterity involved in activities such as reading, handling, and feeling; good speaking and hearing ability; and good eyesight.

Persons with limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**