

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIBRARIAN III - 1867

DEFINITION:

Under direction, to supervise the activities of a branch library with an annual circulation of up to 185,000; to coordinate special programs and grants; supervise other professional level staff; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists and instructs patrons in the use of library resources;
- Answers a variety of reference questions by searching indexes, bibliographies, the internet, computerized databases, catalogs, directories and other sources;
- Reviews, evaluates, and selects books, serials, periodicals, reference works, and other materials for purchase;
- Assists and advises library users in locating and selecting materials from library collections;
- Reviews gift books and materials and determines their disposition;
- Reads professional journals and critical reviews for the purpose of building and maintaining library collections;
- Consults with school personnel to determine needed resources;
- Plans, organizes, and conducts a variety of special programs and story hours for youth;
- Trains members of the public on the use of computerized sources and technologies;
- Explains library policies and regulations; recruits, trains, and supervises volunteers;
- Conducts fundraising;
- Promotes Friends of the Library groups;
- Serves on committees to develop and revise library policies, procedures, and standards;
- Represents the library at meetings of community groups and other organizations;
- Supervises the maintenance and security of a branch library facility;
- Makes recommendations to management about new technology acquisitions;
- Develops grant proposals and on-going budget tracking;
- Plans organizes, assigns, and rates the work of clerical, paraprofessional, and professional employees;
- Provides training for subordinates;
- Performs special projects and assignments;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) Degree, **AND** two years of full-time experience as a professional Librarian; **OR** Master's Degree accredited by the American Library Association (ALA), **AND** two years of full-time experience as a professional Librarian; **OR** Master's Degree or equivalent education, **AND** two and a half years of full-time experience as a professional Librarian; **OR** Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), which must include completion of at least 9 semester/14 quarter units of postgraduate or undergraduate library science course work, **AND** three and a half years of full-time experience as a paraprofessional Librarian.