

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIBRARY TECHNICIAN - 1758

DEFINITION:

Under general supervision, to perform complex copy cataloging in the centralized Cataloging Section of the Library Department; and to perform related duties.

*** EXAMPLES OF DUTIES:**

- Performs preliminary cataloging searches using the automated library database system;
- Reviews and modifies existing catalog records;
- Searches, selects, edits, and enters information into bibliographic and item records;
- Creates new bibliographic records, including title, author, publishing information, bibliographic description, and call number for the less complex library materials, following local, national, and international cataloging standards;
- Performs database maintenance activities, including adding item level holding information, updating and correcting item records, and performing item transfers and changes;
- Inputs processed library materials into the inventory database program;
- Cross checks the work of other Cataloging Section staff members;
- Trains staff in cataloging procedures;
- Provides hardware and software assistance and troubleshooting to the staff of the library and other City departments.

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 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>.

One year of full-time experience as a Library Assistant II with the City of San Diego; **OR** eighteen months of full-time experience performing customer service and clerical duties with a government jurisdiction or college/university library. Qualifying customer service and clerical experience must include performing all of the following duties: issuing library cards to patrons; providing information about library services; using an automated system to check materials in and out of the library; placing new orders for library materials; receiving, processing, and distributing new library materials; searching databases for bibliographic records; entering cataloging data into an automated database; and personal Computer (PC) word processing experience; **OR** successful completion of 45 semester/68 quarter college-

- * 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.**

level units; **OR** a combination of the experience and education as specified above equaling 2700 hours.