

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**LIBRARIAN I**

**DEFINITION:**

Under general supervision and in a staff development program, to perform entry level professional library work in the Library Department.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry-level class into the professional Librarian series.

\* **EXAMPLES OF DUTIES:**

- Assists and instructs readers in the use of library resources;
- Answers reference questions by searching a variety of indexes, bibliographies, the Internet, computerized databases, catalogues, directories, and other sources;
- Reviews, evaluates, and selects books and other materials for library use;
- Assists and advises users in the selection of appropriate reading materials;
- Explains library services to the public and interprets rules and policies;
- Trains members of the public on the use of computerized sources and technologies;
- Identifies library materials for preservation, storage or discard;
- Prepares bibliographies and book lists; assists in classifying and cataloging library materials;
- Directs the acquisition of items;
- Conducts story hours and gives book talks for special groups;
- Conducts tours of library facilities;
- Reviews gift books and materials and makes recommendations for their disposition;
- Regularly reads professional journals and reviews materials considered for library use;
- Attends meetings of community groups and professional organizations and promotes library use;
- May supervise and train subordinate paraprofessional and clerical employees and rate their work performance;
- Prepares reports and correspondence as required.

**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 Announcement for updated minimum qualifications.

College graduation with a Master's degree in Library Science; **OR** college graduation with a Bachelor's degree, including or supplemented by a minimum of 9 semester or 14 quarter units of Library Science education, **AND** eighteen months of paraprofessional Librarian experience.

- \* **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.