

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LIBRARIAN III

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 fund raising;
- 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 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 a Master's degree in Library Science, **AND** two years of experience as a professional Librarian; **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** three and one-half years of experience as a professional Librarian.

- * **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.