

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LIBRARIAN IV

DEFINITION:

Under direction, to supervise a large branch library with an annual circulation of 185,000 or greater, the Catalog Section, the Outreach Program or a major section of the central library; to supervise other full-time professional level staff; and to perform related work.

* EXAMPLES OF DUTIES:

- Assists and instructs patrons in the use of library resources;
- Answers a wide variety of reference questions by searching diverse reference materials;
- Reviews, evaluates, and selects books, serials, periodicals, and other reference materials for purchase;
- Makes recommendations to management about new technology acquisitions;
- Assists and advises library users in locating and selecting materials from library collections;
- Reviews and identifies library materials for preservation, storage or discard;
- Prepares collection policies, bibliographies, book reviews and reading lists;
- Reviews gift books and materials and determines their disposition;
- Reads professional journals and critical reviews for the purpose of building and maintaining library collections;
- Organizes and conducts computer training and variety of application for staff or community;
- Consults with school personnel to determine needed resources;
- Plans, organizes and conducts a variety of special programs and story hours for children;
- Gives book talks;
- Implements and explains library policies and procedures;
- Recruits, trains and supervises volunteers;
- Conducts fund raising;
- Promotes Friends of the Library groups, and serves on committees to develop and revise library policies, procedures, and standards;
- Represents the library at meetings of community groups and other organizations;
- Supervises, trains, and evaluates the performance of subordinate clerical, paraprofessional and professional employees;
- Performs special projects and assignments;
- Develops grant proposals and on-going budget training;
- Prepares reports and correspondence;
- In a branch library, supervises the maintenance and security of a branch library facility; provides children's programs; conducts outreach work in the community; and directs circulation activities.
- In the central library, serves as a subject matter expert; and develops and maintains special collections.
- In Support Services, catalogs and classifies library materials, directs copy cataloging, and oversees catalog maintenance.

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, **AND** three 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** four 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.