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.