

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **LIBRARY TECHNICIAN**

##### **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 data base system;
- Reviews and modifies existing catalog 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;
- Inputs processed library materials into the inventory database program;
- Cross checks the work of other Cataloging Section staff members;
- 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 Announcement for updated minimum qualifications.

One year of experience as a Library Clerk with the City of San Diego; **OR** eighteen months of experience working for a City, County, State, or College/University library performing customer service and clerical duties; **OR** 45 semester/68 quarter college units in any combination of Computer Science/Technology and Library Science/Technology courses; **OR** a combination of the above education and experience that equals 2700 hours of work experience. One semester unit equals 60 hours of work experience. One quarter unit equals 40 hours of work 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.