

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR LIBRARY TECHNICIAN

DEFINITION:

Under direction, to supervise and participate in complex copy cataloging in the centralized Cataloging Section of the Library Department; and to perform related duties.

* EXAMPLES OF DUTIES:

- Plans, assigns and supervises the work of subordinates in the Cataloging Section of the Library Department;
- Assists subordinates in performing preliminary cataloging searches using the automated library database system;
- Assists subordinates in the search and evaluation of bibliographic records for new and gift library materials following local, national and international rules and regulations;
- Prepares, reviews, extracts and compiles reports;
- Recommends the implementation and utilization of system upgrades;
- Prepares training manuals for the implementation of new programs and modules on the automated library system;
- Provides hardware and software assistance and troubleshooting to the staff of the Library and other City departments;
- Determines database clean-up/maintenance jobs.

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.

Three years of clerical experience including one year of experience performing automated cataloging and bibliographic duties in the City of San Diego Library; **OR** three years of clerical experience including one and one half years of experience working for a City, County, State or school/college/university library performing automated cataloging and bibliographic duties. Possession of a valid California Class C Driver's License.

- * **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.