

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING LIBRARIAN

DEFINITION:

Under direction, to plan, coordinate, and supervise a branch region of the City library system or several sections or special collections of the central library; to supervise and coordinate special library programs and services on a system-wide basis; and to perform related work.

* EXAMPLES OF DUTIES:

- Plans, assigns, supervises, and reviews the work of subordinate staff assigned to branches, central library sections, or specialty programs;
- Establishes work schedules and priorities;
- Evaluates the quality of book collections in branch libraries or central library sections and establishes guidelines for new book selection, replacement, and discarding;
- Reads professional journals and critical reviews for the purpose of building and maintaining book collections;
- Reviews new book order requests;
- Interprets and explains library policies and procedures to subordinates;
- Visits branch libraries to review operating programs for conformance to established standards;
- Coordinates supervised programs with other activities of the library system and maintains liaison with outside bodies as necessary;
- Develops plans for future staff, equipment, facility, and book needs;
- Participates in establishing general library policies;
- Serves as a representative of the library to outside agencies, community organizations, and other bodies;
- Assists subordinates with difficult public relations problems;
- Provides training for subordinates and evaluates their work performance;
- Develops budgets for branches based on analyst projections;
- Reviews new technologies for use in branch and central libraries.

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.

Four years of experience as a professional Librarian, including one of the following: one year of experience supervising a library staff, which must include at least one professional Librarian; OR one year of experience supervising a branch library with a minimum circulation of 75,00 per year; OR one year of experience as a Librarian III or IV in the City of San Diego Public Library.

- * **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.