

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIBRARIAN I – 1571

DEFINITION:

Under general supervision, and in a staff development program, to perform entry-level professional library work in the Library Department.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class into the professional Librarian series.

*** EXAMPLES OF DUTIES:**

- Assists and instructs readers in the use of library resources;
- Answers reference questions by searching a variety of indexes, bibliographies, the internet, computerized databases, catalogues, directories, and other sources;
- Reviews, evaluates, and selects books and other materials for library use;
- Assists and advises users in the selection of appropriate reading materials;
- Explains library services to the public and interprets rules and policies;
- Trains members of the public on the use of computerized sources and technologies;
- Identifies library materials for preservation, storage, or discard;
- Prepares bibliographies and book lists; assists in classifying and cataloging library materials;
- Directs the acquisition of items;
- Conducts story hours and gives book talks for special groups;
- Conducts tours of library facilities;
- Reviews gift books and materials and makes recommendations for their disposition;
- Reads professional journals and reviews materials considered for library use;
- Attends meetings of community groups and professional organizations and promotes library use;
- May supervise and train subordinate paraprofessional and clerical employees and rate their work performance;
- Prepares reports and correspondence as required.

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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

* **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.

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) Degree; **OR** Master's Degree accredited by the American Library Association (ALA); **OR** Master's Degree or equivalent education, **AND** six months of full-time experience as a professional Librarian; **OR** Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), which must include completion of at least 9 semester/14 quarter units of postgraduate or undergraduate library science course work, **AND** one and a half years of full-time experience as a paraprofessional Librarian.