

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR LIBRARY TECHNICIAN - 1759

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;
- Creates and maintains online public access catalog by using the automated library system database;
- Supervises copy cataloging of library materials;
- 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;
- Manages and oversees the addition and maintenance of item level holdings information in the automated library system database;
- 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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of clerical experience, which must include one year of experience performing automated data logging and bibliographic duties in the City of San Diego Library; **OR** three years of clerical experience, which must include one and a 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.**