

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

11-13-2025

SENIOR LIBRARIAN, 6153

Summary of Duties: A Senior Librarian assigns, reviews, and evaluates the work of a group of employees engaged in providing a variety of professional library services at Branch libraries, Central Library departments, Engagement and Learning Division, Emerging Technologies and Collections Division, and special or system-wide support service units; oversees the more responsible aspects of developing collections and technologies; manages library assets, including facilities and budgets; directly performs outreach, or supervises employees engaged in outreach, to the community regarding library services; works and represents the Library Department with patrons, volunteers, community support groups, other City departments, vendors, and contractors; applies sound supervisory standards and techniques in building and maintaining an effective work group; and fulfills equal employment opportunity responsibilities.

Class Characteristics: Incumbents of this classification are primarily concerned with making library resources and facilities available to the public. This includes arranging library materials in the most useful manner, giving professional assistance to library patrons, apprising the public of available library resources, and maintaining up-to-date collections of books and other library materials. Much of their work is performed without close supervision and requires considerable judgment and tact in dealing with the public.

A Senior Librarian supervises a branch library, a special or technical services unit, or a department in the Central Library. Additionally, a Senior Librarian does more responsible work than that ordinarily assigned to Librarians, such as book and material acquisitions and collection control. Incumbents in the classification of Senior Librarian, as bona fide supervisors, are distinguished from Librarians in that they are responsible for the performance of the full range of supervisory activities including: application of discipline; processing and resolution of grievances; evaluation of performance; and approval of time off requests. A Senior Librarian normally reports to a Principal Librarian.

Examples of Duties:

- Supervises a library branch or unit of a Central Library subject department, or a unit of the Technical Services Division;
- Communicates equal employment information to employees;
- Applies job related criteria in selecting, orienting, assigning, training, counseling,

- evaluating, and disciplining subordinates;
- Assists employees in preparing for promotions as described in the City's Equal Employment Opportunity policy;
 - Handles and attempts to resolve grievances;
 - Prepares work schedules;
 - Conducts staff meetings;
 - Ensures that agency facilities, equipment, and vehicles are in proper condition;
 - Makes recommendations for the arrangement of material collections;
 - Selects or makes recommendations for acquiring, binding, mending, withdrawing, and replacing library materials;
 - Determines priorities for processing incoming library materials;
 - Manages vendors that provide materials and services to the Library;
 - Answers difficult reference questions and adjusts complaints unresolved by Librarians;
 - Directs searches for missing books;
 - Analyzes community interests in order to identify materials to be added to special collections or changes and additions to library services;
 - Investigates sources of potential grant funds for library functions;
 - Identifies agency needs for budget requests;
 - Requisitions supplies and equipment;
 - Serves on committees and personnel interview boards;
 - May supervise or organize programs and services to adults, young adults, or children;
 - Prepares reports of branch or unit operations;
 - May manage Library initiatives;
 - May lead a coordinating office;
 - May coordinate interlibrary loan activities for the Library Department;
 - May supervise a book order or serial order unit;
 - May coordinate the transfer of books among branches and between branches and the Central Library;
 - May supervise implementation of computer software to specific library applications;
 - May act for a Principal Librarian in that employee's absence; and
 - May be assigned occasionally to other duties for training purposes or to meet technological changes or emergencies.

Minimum Requirement:

Two years of full-time paid professional library work as a Librarian.

License and Certifications:

- As a condition of employment, a valid Class C driver's license issued by the California Department of Motor Vehicles (DMV) is required. Applicants will be disqualified and candidates will not be eligible for hire if their DMV record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation such as DUI or DWI in any state or jurisdiction. Notice of disqualification or ineligibility for hire may be issued by the City of Los Angeles at any time before a final job offer is extended.
- Some positions may require the ability to speak or write a language other than English.

Physical Requirements: Strength to perform average lifting of less than five pounds and occasionally over 30 pounds; arm, hand, and finger dexterity involved in activities such as reading, handling, and feeling.

Persons with disabilities may be able to perform the essential duties of this classification with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.