

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

11-13-2025

### PRINCIPAL LIBRARIAN, 6155

**Summary of Duties:** A Principal Librarian plans, organizes, directs, and supervises the work of library personnel at regional and neighborhood branch libraries, a Central Library department or system-wide level, including Engagement and Learning, Emerging Technologies and Collections, or in a specialized library administrative function; ensures strategic goals and objectives are accomplished; represents and advocates for the library at community events and among diverse constituencies; may represent the Library Department and speak before elected officials, potential donors, and other public and private organizations; may interact with community based organizations and support groups, other City departments, vendors, and contractors; plans, implements, and reviews budgetary expenditures; applies sound supervisory standards and techniques in building and maintaining an effective work group; and fulfills equal employment opportunity responsibilities.

**Class Characteristics:** A Principal Librarian supervises a regional library group, a technical or special services unit, or a Central Library subject department. Incumbents of this classification, as bona fide supervisors, 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 Principal Librarian is distinguished from a Senior Librarian in that in addition to the larger and more complex administrative and supervisory responsibilities, they solve highly technical problems in professional library work. A Principal Librarian reports to a Division Librarian who is available for consultation on difficult problems.

### **Examples of Duties:**

- Plans, directs, coordinates, and supervises the work of a Central Library subject department, a department of the Emerging Technologies and Collections Division, a Branch library Services area, or a department of the Engagement and Learning Division;
- Establishes operating policies and procedures;
- Evaluates operations in order to prepare a budget and to ensure full public service and utilization of personnel;
- Operates units and formulates recommendations with considerable autonomy as assignments are generally presented as broad objectives or complicated problems;
- Exercises considerable independent judgment and is accountable for objectives accomplished and problems resolved;

- Ensures that the department or region is properly staffed;
- Instructs subordinates in library policies and procedures and resolves problems and questions;
- 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;
- Investigates grievance appeals at the first or second level in the grievance process;
- Applies high-level materials budgetary oversight of units under supervision;
- Plans for seasonal demands on the library section or region;
- Determines the most advantageous use of available space;
- Coordinates grant application and implementation for library functions;
- Evaluates and prepares reports on library functions;
- Assists in revising the Department procedures manual;
- Serves on committees and personnel interview boards;
- Cooperates with schools and community organizations in determining library needs and explaining library policies, procedures, and goals;
- Speaks to groups and writes articles on library services and materials;
- Keeps local officials informed of library activities;
- Surveys communities and makes recommendations on location of library facilities;
- Works with the building and planning units to determine the physical size, layout, and best utilization of facilities;
- Participates in planning of the construction and purchase of furniture and equipment;
- Initiates requests for alterations or improvement of physical plant and for building repairs and service;
- May coordinate and supervise the purchase of materials collections for new and expanding branches, and supervise centralized interlibrary loan services, transfer of materials among branches, library service to shut-ins, and multilingual services;
- May coordinate the activities of Librarians and Senior Librarians assigned to work with children, young adults, and adults;
- May direct ordering, cataloging, and technical services initiatives;
- May serve as an aide to a Division Librarian;
- May interact with other City departments to assure proper operation of supervised units;
- May act for a Division 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 Requirements:**

1. Two years of full-time paid professional experience as a Senior Librarian with the City of Los Angeles; or
2. A master's degree in Library Science or Library and Information Science from a school accredited by the American Library Association **and** two years of full-time paid professional librarian experience at the level of Senior Librarian with the City of Los Angeles, directly supervising a group of professional library employees providing public service, technical services, or a staff specializing in adult, young adult, or children's library work.

**License:** 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.

**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.**