

**CLASS SPECIFICATION**

6/10/2021

LIBRARIAN, 6152

Summary of Duties: A Librarian provides patrons of all ages with a variety of professional librarian services, including outreach and virtual/online resources and programs, reader guidance and book reviews, reference, selection, cataloging and maintenance of library materials to meet educational, recreational and informational needs of the community, programming to support lifelong learning, educational, and cultural interests of the community, training in technologies and library resources and services, and implementation of library technologies and virtual services.

Class Characteristics: Employees of this class 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 Librarian represents the first level of professional library work. An employee of this class supervises daily activities and trains volunteers. A Librarian is distinguished from a bona fide supervisor in that they are not responsible for the full range of supervisory activities. A Librarian ordinarily works under the immediate direction of a Senior Librarian.

Example of Duties:

- Organizes, processes and supplies information, books, and other materials for children, young adults, adults, and groups with special needs;
- Creates and implements public programs in the library, online, and in the community;
- Maintains an inventory of library materials in assigned subject areas;
- Identifies, reviews and evaluates materials to be added to or removed from collections;
- Selects books for purchase, working within a defined annual budget;
- Keeps up with the literature in fields of responsibility and with current literary trends;
- Fills requests for books and other library materials from patrons and other libraries;
- Advises patrons on available information related to their areas of interest and prepares reading and reference lists for them;
- Classifies and catalogs incoming materials;
- Responds to complaints made by patrons;

- Interprets library policies and procedures for the public;
- Maintains the security of the library in the absence of security personnel;
- Provides library services, including talks and demonstrations, to preschools, elementary schools, middle schools, high schools, and adult schools;
- Designs displays and exhibits;
- Writes articles about the library and its materials;
- Communicates with community groups, business groups, and governmental agencies;
- Supervises volunteers; and
- May be assigned occasionally to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENT:

A master's degree in Library Science or Library and Information Science from a school accredited by the American Library Association.

License: Some positions may require a valid California driver's license.

Certification: 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 class 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 indicated 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 all of the duties and responsibilities of any position shall be.