



City of Long Beach
Working Together to Serve

Date: October 21, 2016

To: Civil Service Commission *CA Stafford for:*

From: Alejandrina Basquez, Director of Human Resources

Subject: NEW CLASSIFICATION SPECIFICATION – SENIOR LIBRARIAN

The Commission's approval is requested to adopt the attached new classification specification for Senior Librarian.

Currently, there are two classifications of professional library staff for Library Services: General Librarian and Department Librarian. The General Librarian is an entry level position and works in a variety of locations throughout the library system. Department Librarians are the supervisors for specific divisions at the Main Library and each of the branch library locations. The new Senior Librarian classification will replace Department Librarian. The change to Senior Librarian is primarily a title change and will provide clarity in the structure when interacting with employees throughout the city, organizations and entities beyond Long Beach. The Senior Librarian title is on par with other public library systems and is widely accepted in the library industry. There are no substantiate changes in the duties of the position from Department Librarian to Senior Librarian.

The Department of Human Resources conducted a review of other comparable agencies to ensure the City is in line with industry standards. We approve the changes submitted.

If you have any questions or concerns regarding this matter, please contact me at x86140 or Cynthia Stafford, Deputy Director of Human Resources, at x85045.

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cc: Glenda Williams, Director of Library Services
Rachel Rock, Administrative Officer
Ken Walker, Manager of Labor Relations



CLASSIFICATION SPECIFICATION

TITLE: SENIOR LIBRARIAN

DEFINITION: Under general direction, directs the activities of a branch library or a major section at the Main Library and performs complex library work, including the supervision of subordinate professional librarian staff.

EXAMPLES OF DUTIES:

- Plans, assigns, supervises, and evaluates work of professional and non-professional library staff;
- Trains and develops staff members;
- Participates in the development and implementation of library programs and services;
- Assists in the implementation of library goals and objectives;
- Assists in developing and monitoring budgets;
- Recommends and implements library policies and procedures;
- Prepares regular and special statistical and narrative reports;
- Develops and maintains the library collection for relevancy and currency;
- Represents the City and Library system at professional meetings;
- Responds to inquiries and complaints regarding library services;
- Participates in outreach to the community, community organizations, and schools;
- Advises and assists library patrons in making effective use of information and sources;
- Demonstrates the use of public access computers and other reference tools;
- Researches and responds to reference questions, or refers questions as appropriate;
- Develops and maintains the integrated library system;
- Schedules and provides library tours;
- Reviews and evaluates new publications and materials;
- Prepares and designs books displays, posters, and other library displays to engage reader and community interest; and
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Master's Degree in Library Science from an American Library Association accredited college/university, with three years of full-time professional librarian experience;

Knowledge of management principles and techniques, including budgeting and employee supervision, training and evaluation;

Knowledge of theories, principles and practices of collection development;

Knowledge of the Dewey Decimal Classification and Integrated Library Systems;

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CLASSIFICATION SPECIFICATION**

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SENIOR LIBRARIAN (continued)

Ability to analyze data, recognize problems, arrive at sound conclusions and make logical recommendations and/or decisions;

Knowledge of research techniques using print, media and electronic resources;

Ability to take initiative in developing library services in response to community needs and to improve the delivery of existing program;

Ability to operate library automation system and other computer equipment;

Ability to effectively communicate both orally and in writing with a diverse ethnic socioeconomic constituency;

Ability to prepare clear and concise reports, correspondence and other written materials;

Ability to mitigate customer service issues;

Ability to contribute to a successful team effort;

Willingness to work irregular hours, evenings, weekends, and holidays;

Valid motor vehicle operator's license.

HISTORY:

Title Change from Department Librarian I-II

APPROVAL DATE:

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Agency Comparison for Senior Librarian Class Spec

Agency	Agency Stats	Classification	Compensation	Main Function	Minimum Qualifications
City of Long Beach	Approx.: Pop. 473,577* 1 Main Library/ 11 Branches 6,000 City positions	Senior Librarian	\$29.67 – 40.328 hourly \$5,160 – 7,014 monthly	Under general direction, directs the activities of a branch library or a major department at the Main Library and performs complex library work, including the supervision of subordinate professional librarian staff.	Master's Degree in Library Science and 3 years of experience.
San Jose Public Library	Approx.: Pop. 1,015,785* 1 Main Library/23 Branches 6,000 City positions	Senior Librarian	\$39.92 – 48.64 hourly \$6,919.46 – 8,430.93 monthly	Under direction, performs work of considerable difficulty, managing a branch library or a major section of the Main Library, or a major library program or service.	Master's Degree in Library Science and 3 years' experience including supervision.
Torrance Public Library	Approx.: Pop. 148,495* 1 Main Library/5 Branches 1,400 City positions	Senior Librarian	\$35.94 - \$41.57 hourly \$6,229.60 - \$7,205.47 monthly	Under direction, manages a branch library or specialized library function; plans, organizes and supervises the activities of subordinate personnel.	Master's Degree and 3 years' experience.
Escondido Public Library	Approx.: Pop. 150,243* 1 Main Library 630 FTE	Senior Librarian	\$28.42 - \$34.55 hourly \$4,926.63 - \$5,988.35 monthly	Under general supervision, plans, organizes and directs a major division of the library such as adult services, children's services, media services or technical services or a branch library; supervises professional and technical staff.	Master's Degree and 3 years' experience.

*2014 stats

10/2016 G. Martinez

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1 **DATE:** March 1, 2017

2 **TO:** Civil Service Commission

3 **FROM:** David Espinoza, Personnel Analyst

4 **SUBJECT: REQUEST TO CREATE NEW CLASSIFICATION AND ADOPT NEW**
5 **CLASSIFICATION SPECIFICATION – SENIOR LIBRARIAN**

6 Alejandrina Basquez, Director of Human Resources, requests Civil Service
7 Commission approval for the creation of the classification of Senior Librarian and
8 adoption of the proposed classification specification. Staff has reviewed this request
9 and recommends approval in accordance with Article XI, Section 1101(d) of the City
10 Charter.

11
12 **Facts for Consideration:**

- 13 • Currently, there are two classifications of professional staff for Library Services:
14 General Librarian (entry level) and Department Librarian (supervisor).
- 15 • The classification specification was adopted on June 15, 1988, and there have
16 been no subsequent revisions. This classification is used exclusively in the Library
17 Department.
- 18 • The proposed classification of Senior Librarian classification will replace the
19 Department Librarian classification.
- 20 • The purpose of the change is primarily a title change that is consistent with other
21 public library systems and is widely accepted in the library industry.
- 22 • There are no substantiate changes proposed in the duties of the position. Any
23 changes in the duties are within the scope of the position and identify already
24 established duties being performed:
- 25 ○ Changes to the Definition section reflect directing activities of a branch
library or a major section at the Main Library;

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- Changes to the Examples of Duties section update already established duties being performed by incumbents, and provide clarity in structure when interacting with employees throughout the city and organizations beyond Long Beach.

- A comparison of other local agencies in the outlying area was conducted to ensure the City is consistent with industry standards.
- Currently, a total of 17 employees are classified as Department Librarian and will be effected by the change. There is no change to the compensation or seniority.
- Employees that are classified as Department Librarian will be permanently assigned as Senior Librarian and have been notified of this reassignment, upon Civil Service Commission action.
- Staff has discussed the proposed change to the classification specification with representatives from the Library Department and the Human Resources Department. The International Association of Machinists and Aerospace Workers union has been notified of this request.
- All parties mentioned above are in agreement with the proposed classification specification and have been notified that this request is on today's agenda.

Staff recommends the Commission create the classification of Senior Librarian and adopt the classification specification in accordance with Section 1101(d) of the City Charter.

Representatives from the Library Department and Human Resources will be present to respond to any questions from the Civil Service Commission.

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REQUEST TO ADOPT NEW CLASS 3-1-17 (DL:SL) DE