

Job Title	<b>GENERAL LIBRARIAN</b>
Closing Date/Time	January 22, 2021, 4:30 PM Pacific Time
Salary	\$2,346.56 - \$3,188.80 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Library Services (CL)

**Applications are available online beginning on Friday, January 8, 2021 through 4:30 p.m. Friday, January 22, 2021.**

**EXAMPLES OF DUTIES:**

Under direction, performs professional library work, including reference and readers' advisory service; catalogs materials; assists in the use of collections, equipment, and electronic resources, including social networking tools, downloadable media, and supporting devices; evaluates and selects materials; provides reference assistance in person, by telephone, online, and by email; prepares and provides presentations, exhibits, displays, reading lists, bibliographies, statistics, and reports; plans and conducts ongoing special programs and projects; develops strategies to encourage use of library resources; monitors budgets; participates in professional meetings and community outreach, including school visits and community meetings; may supervise non-professional staff and act as lead; and performs other related duties as required.

**REQUIREMENTS TO FILE:**

Candidates must meet either Option A or B:

- A. Master's Degree in Library Science, Information Science, or a related degree accredited by the American Library Association (proof required\*).

**OR**

- B. Enrollment in a Master's Degree in Library Science, Information Science, or a related degree program from an accredited American Library Association (proof required\*) and completion of the program prior to passing probation.

**\*Required documents, such as transcripts, degrees, and/or certificates must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Positions assigned to Youth, Teen, Adult, and/or Technical Services may require candidates to have training and/or experience, and to demonstrate enthusiasm and interest in working in these areas.

Ability to:

- Effectively utilize computers, internet, databases, Windows, MS Office and library software.
- Effectively relate to a multicultural, multi-ethnic population.

Willingness to:

- Work at the Main Library or any of the neighborhood libraries on either a full-time or part-time basis.
- Work weekends and evenings.

A valid motor vehicle operator's license and current DMV driving record must be submitted to the hiring department at the time of selection.

**DESIRABLE QUALIFICATIONS:**

Bilingual skills (speak, read, and/or write) in Spanish, Khmer, and/or Tagalog for some positions.

**SELECTION PROCEDURE:**

**EXAMINATION WEIGHTS:**

Application Packet. ....Qualifying

This selection procedure will be conducted using a non-competitive process, which means applications are evaluated solely on training, experience, education, or certification. All applicants meeting minimum qualifications will be placed on a list. This is a continuous eligible list, which means eligible lists may be established periodically and may expire six months from their effective date. Applicants may apply only once during a four-month period. Applications received by January 22, 2021 will be placed on Test #01 established eligible list for this recruitment. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed. Based upon the number of applications received, the selection procedure may be changed. In the event a revision is necessary; all affected persons will be notified.

If you have not received notification of the status of your application within two (2) weeks of the application filing period closing, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some position interacting with the public.



This information is available in an alternative format by request at (562) 570-6202. If special accommodations is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer

J.O.B. E37NN-21 JKJ:GL

01/06/2021