



**Date:** April 28, 2021

**To:** Civil Service Commission

**From:** Jami Kerr-Jenkins, Personnel Analyst

**Subject:** **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION–  
SENIOR LIBRARIAN**

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On April 15, 2021, the Civil Service Department received correspondence from Joe Ambrosini, Director of Human Resources, requesting the Civil Service Commission approval of the revised classification specification of Senior Librarian. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

**Facts for Consideration:**

- The classification of Senior Librarian is exclusive to the Department of Library Services.
- The Senior Librarian 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.
- The classification specification of Senior Librarian was adopted March 1, 2017.
- The proposed changes to the Senior Librarian classification specification are as follows:
  - **Minimum Qualifications:** Updated the requirements with more specific language to include:
    - The addition of the words “increasingly responsible” and “paid” to the requirement of three years of experience to read as follows: “Three years of increasingly responsible full-time, paid professional librarian experience.”
    - The addition of the following requirement from past job bulletins: “One year of supervision or lead responsibility for professional or technical staff in a library.”

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- **Knowledge, Skills and Abilities:** Changes were made to the wording of the statements to make them more concise. The following statements were revised:
  - “Ability to analyze data, recognize problems, arrive at sound conclusions and make logical recommendations and/or decisions” to “Ability to analyze data, recognize problems, and take appropriate course of action according to department policies and procedures.”
  - “Ability to contribute to a successful team effort” to “Ability to supervise and participate in a successful team through the use of effective communication, collaboration and interpersonal skills.”
  - “Valid motor vehicle operator's license” to “A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.”
- Staff has also completed its meet and confer obligation on March 23, 2021 with the International Association of Machinists and Aerospace Workers (IAMAW) union regarding the proposed changes.

The Department of Library Services, Human Resources Department and the International Association of Machinists and Aerospace Workers (IAMAW) Representatives, have been informed that this request is on today's agenda and representatives from the Library and Human Resources Departments will be present to respond to any questions from the Civil Service Commission.

Date: April 15, 2021

To: Civil Service Commission

From: Joe Ambrosini, Director of Human Resources For:



Subject: **CLASSIFICATION SPECIFICATION UPDATE – SENIOR LIBRARIAN**

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Attached for your consideration is an update to the Senior Librarian Classification Specification. The Library Services department identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to modernize the language. Additionally, the classification specification reorganized the Knowledge and Abilities statement.

Human Resources staff worked with Civil Service and corresponding departments to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Senior Librarian classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Fred Verdugo, Deputy Human Resources Officer at (562) 570-5045.

FB:DA:KJ:BD

Attachments

Senior Librarian Classification Specification

cc:

Fred Verdugo, Deputy Human Resources Director

CLASSIFICATION SPECIFICATION

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**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 book displays, posters, and other library displays to engage reader and community interest; and
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Master's Degree in Library Science, Information Science or a related degree accredited by the American Library Association **AND**
- Three years of increasingly responsible full-time, paid professional librarian experience, including one year of supervision or lead responsibility for professional or technical staff in a library.

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CLASSIFICATION SPECIFICATION**

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**SENIOR LIBRARIAN (continued)****KNOWLEDGE, SKILLS AND ABILITIES:**

- 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;
- Knowledge of research techniques using print, media and electronic resources;
- Ability to analyze data, recognize problems, and take appropriate course of action according to department policies and procedures;
- Ability to take initiative in developing library services in response to community needs and to improve the delivery of existing programs;
- 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 supervise and participate in a successful team through the use of effective communication, collaboration and interpersonal skills.

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

A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.

**HISTORY:**

03/01/2017 – Adoption/Approval – Civil Service Commission

03/01/2017 – Department Librarian I-II Consolidated with Senior Librarian

04/28/2021 – Revised/Approval – Civil Service Commission