



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: **GENERAL LIBRARIAN**

DEFINITION: Under direction, performs professional and technical library work, including, but not limited to, adult and children's reference and advisory services, materials selection, cataloging, outreach and programming in the Main or neighborhood library.

REPORTS TO: Department Librarian

EXAMPLES OF DUTIES:

- Provides assistance to customers in the effective use of library materials and services;
- Provides reference assistance in person and from telephone, U.S. mail or electronic mail inquiries;
- Uses the automated library system and other state-of-the art technologies;
- Evaluates and selects materials;
- Plans and conducts special programs and projects for children, teens and adults;
- Provides instruction in the use of print and electronic resources for public and City staff;
- Performs outreach services to community organizations and educational institutions to increase awareness of library resources and materials;
- Prepares booklists, bibliographies and exhibits;
- Attends professional meetings and prepares written reports;
- Participates in system-wide and professional committees as assigned;
- May supervise non-professional library staff;
- May act as lead in the absence of the Department Librarian; and
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Graduation from an American Library Association accredited college/university with a Master's Degree in Library Science;

Valid motor vehicle operator license may be required;

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

Willingness to work at the Main Library or any of the eleven Neighborhood Libraries.

HISTORY:

Consolidation: 07/09/80 from Children's Librarian dated 03/12/79 and General Librarian dated 05/16/77.

Revised: 06/23/80, 06/10/81, 05/10/88, 12/01/2006.

Approval/Adoption Dates: 12/01/06 - Human Resources Department
01/17/07 - Civil Service Commission