

Librarian Series

California State Personnel Board Specification

Series established December 16, 1970

Scope

This series specification describes five class levels used to perform professional librarian functions. These classes are used in the California State Library as the primary program classes, in departmental libraries, and in law and medical libraries. Positions are assigned responsibilities requiring a full professional knowledge of the objectives, principles, and theories of librarianship; evaluation of materials, information, and research; assessment of proposals; the ability to keep informed of and to evaluate studies and developments in the profession; the ability to conduct library-focused research; knowledge of computer and telecommunications systems employed in professional library programs; and the ability to employ modern methods of supervision to direct library programs.

Schem Code	Class Code	Class
FM50	2951	Librarian
FM41	2943	Senior Librarian
FM40	2944	Supervising Librarian I
FM30	2935	Supervising Librarian II
FM20	2917	Principal Librarian

Librarian Series Specification - Class Titles and Codes

Definition of Series

Positions in these classes employ modern library programs including computerized programs and databases in collection development, acquisition, cataloging and classification, reference, circulation, and preservation of library materials; provide clientele with timely and relevant information in a cost-effective manner; provide access to and guidance in the use of information resources, both within the physical confines of the library and beyond the library through databases, telecommunication networks, and cooperative arrangements; provide services and information through print and special format materials (books, journals, photographs, videotapes, and electronic databases), bibliographic citations, and other reference information; provide direction to clients on how to locate relevant information which answers clients' questions; organize and classify materials; preserve and store physical holdings; keep informed of the latest library program and information technology developments as they relate to the performance of library functions; supervise professional and technical library staff either directly or through subordinate supervisors; and may have charge of a specialized library function including a law or medical library or a specialized library collection, or direct the work of a major subdivision of the California State Library.

Factors Affecting Position Allocation

Factors affecting position allocation include the level, variety, library size and complexity of work, independence of action, degree of supervisory responsibility, and role in program and policy formulation and implementation.

Definition of Levels

Librarian

This is the entry and full professional level in the series. Incumbents may either (1) perform professional work to collect, acquire, catalogue and classify, provide reference to, circulate, develop, use computerized databases for, and preserve library material; or (2) have full responsibility for a small-to medium-size departmental library of average complexity.

Senior Librarian

This is the advanced professional level in the series used to perform the most complex, specialized, and responsible nonsupervisory work. Incumbents may work either (1) as a lead over a small group of other professional librarians; or (2) as an expert in a specialized collection or function or may perform complex analytical work in the development and administration of special library services; or (3) in a departmental library, work as a lead over other library staff or perform highly specialized functions in the largest, most complex libraries.

Supervising Librarian I

This is the working supervisory level in the series. Incumbents either (1) supervise a small staff including professional librarians and/or technical and clerical personnel; (2) act as an assistant supervisor for a major unit of the California State Library or in the largest most complex departmental libraries; or (3) are in charge of a medium to large departmental library which includes professional librarians and/or technical and clerical staff.

Supervising Librarian II

This is the full supervisory level in the series. Positions in this class either (1) plan, organize, and direct a medium to large staff of professional librarians involved in the work of a major function of the California State Library; or (2) direct the work of the largest, most complex departmental libraries or a large departmental medical or law library.

Principal Librarian

This is the highest supervisory level in the series. Incumbents either (1) plan, organize, and direct the work of a major subdivision of the California State Library; or (2) plan, organize, and direct the work of multiple libraries in a large department; or (3) plan, organize, and direct work of the law library at the California State Library or the Department of Justice.

Minimum Qualifications

Education Requirements

All Levels:

Equivalent to graduation from a college or university and completion of a graduate degree from an accredited library school.

(For the Librarian class only, registration as a graduate student in a library school will admit applicants to the examination, but evidence of completion of the required graduate degree must be submitted before an applicant can be considered eligible for appointment.)

Experience Requirements

Librarian

See "Education Requirements."

Senior Librarian

EITHER I

Two years in the California state service performing professional librarian duties at a level of responsibility equivalent to that of a Librarian.

OR II

Three years of increasingly responsible and varied professional library experience, such as cataloging, reference work, library service projects, and the selection of library materials, at least one year of which must have included regular use of computerized databases.

Supervising Librarian I

EITHER I

Two years in the California state service performing professional librarian duties at a level of responsibility equivalent to that of a Librarian.

OR II

Three years of increasingly responsible and varied professional library experience, such as cataloging, reference work, library service projects, and the selection of library materials, at least one year of which must have included regular use of computerized databases.

Supervising Librarian II

EITHER I

One year in the California state service performing professional librarian duties at a level of responsibility equivalent to that of a Senior Librarian or a Supervising Librarian I.

OR II

Three years of experience performing professional librarian duties at a level of responsibility equivalent to that of a Librarian.

OR III

Four years of increasingly responsible and varied professional library experience such as having charge of a small library or subordinate section of a major library, at least one year of which shall have been comparable in level of responsibility to a Supervising Librarian I.

Principal Librarian

EITHER I

One year in the California state service performing professional librarian duties at a level of responsibility equivalent to that of a Supervising Librarian II.

OR II

Two years of experience performing professional librarian duties at a level of responsibility equivalent to that of a Supervising Librarian I or a Senior Librarian.

OR III

Five years of increasingly responsible and varied professional library experience, at least two years of which shall have been comparable in level of responsibility to a Supervising Librarian II in charge of a major section of a large library or a large independent branch library.

Knowledge and Abilities

Librarian

Knowledge of: Theories, objectives, principles, and techniques of librarianship; standard reference materials; established techniques and practices for classifying and cataloging materials such as the Dewey decimal system and the Library of Congress system; reference interviewing techniques, standard search strategies, commonly used bibliographic information sources, and professional journals in the library field; computer systems search capabilities; library purposes, trends, and organizations. Ability to: Apply professional knowledge to the practical problems of the job; establish and maintain cooperative relationships with library users, coworkers, supervisors, and others contacted during the course of work; provide effective customer services; use computer programs, systems, and databases to perform professional library functions; analyze situations accurately and take effective action; communicate effectively.

Senior Librarian

Knowledge of: All of the above, and complex bibliography terminology; subject fields and where they are located within the California Government; programs of major libraries in California.

Ability to: All of the above, and provide leadership and apply creativity in the formulation of needed changes in complex library program methods and procedures; modify standard library practices and techniques; adapt computer programs and systems for library program use.

Supervising Librarian I

Knowledge of: All of the above, and principles and practices of supervision; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above, and plan, organize, direct, and evaluate the work of professional and technical and/or clerical personnel; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Supervising Librarian II

Knowledge of: All of the above, and advanced, complex problems of reference, research methods, cataloging, and other major library functions; principles of employee development and training; library administration and finance; economic and social trends as they relate to library program development; the Department's mission, goals, policies, and programs.

Ability to: All of the above.

Principal Librarian

Knowledge of: All of the above, and modern methods of program evaluation.

Ability to: All of the above, and develop and evaluate program criteria; effectively direct major library programs and the work of professional library staff; work effectively with top level management staff.

Class History