

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 08
Fiscal Year: 2019/2020
Posted Date: 08/29/2019
Reposted Date: N/A

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached)

Item #	Job Code	Title
1	3620	Library Conservation Technician I
2	3621	Library Conservation Technician II

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Library Conservation Technician I
Job Code: 3620**

DEFINITION

Under general supervision, the 3620 Library Conservation Technician I maintains the circulating collection, and performs conservation treatments on books and other library materials from the Library's core collections, including the Library's special collections and the City and County of San Francisco Archives.

DISTINGUISHING FEATURES

Class 3620 Library Conservation Technician I is distinguished from class 3621 Library Conservation Technician II in that the former performs book repair and conservation treatments on library materials, whereas the latter supervises the Library Preservation Unit and subordinate personnel.

SUPERVISION EXERCISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Evaluates the condition of materials from the library's permanent and circulating collection including photographs, books, reference collections, and other materials.
2. Designs an appropriate treatment plan in accordance with established best practices.
3. Treats library's permanent and circulating collections including photographs, books, reference collections, and other materials, according to the treatment plan.
4. Prepares books for commercial bindery including, but not limited to photocopying and reattaching damaged/missing materials, reinforcing sewing, and tape removal.
5. Performs photograph and paper conservation treatments including aqueous treatments and tape removal.
6. Designs and makes a variety of custom-fit enclosures for fragile or unique materials.
7. Documents workflow for each treatment performed on the Library's special collections and City and County of San Francisco archives, and other materials as needed.
8. Maintains the lab and work space by keeping tools and equipment clean and in working condition.
9. Participates in disaster recovery of materials; and may assist staff on how to proceed with emergency salvage of Library materials.
10. Researches new methods and materials used for treatments based on professional industry standards.

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11. Provides assistance in training on basic treatment and conservation methods to staff and interns.
12. Inputs and retrieves data information from a computer.
13. Answers inquiries from staff and makes appropriate referrals as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: library systems and terminology; the role of the public library in the community; conservation principles and established best practices; the purpose, use and care of the tools and materials used in book and paper conservation; methods and procedures used to repair and conserve paper, books, and other printed materials; proper handling of papers and storage of books, maps, sheet music, photographs, and other related objects; working knowledge of book and paper conservation chemistry including usage of adhesives and solvents, potential chemical responses, and harmful irritants.

Ability and Skill to: follow oral and written instructions; give attention to detail and accuracy; perform exacting hand work; safely operate specialized tools and equipment; work independently and exercise initiative and judgement in implementing and carrying out treatments and lab functions; recognize historical and cultural value of books and other library items; learn historical book structures; manage time and prioritize projects; communicate effectively orally and in writing; interact courteously and diplomatically with others; lift and move material weighing up to 30 lbs.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

Two (2) years of experience in the conservation of library books and paper.

Substitution:

Completion of a formal book binding or conservation program may substitute for two (2) years of the required experience.

Possession of an Associate's degree from an accredited college or university with a major in Library Information Technology may substitute for up to one (1) year of the required experience.

SUPPLEMENTAL INFORMATION

Demands extended periods of focus and concentration on each task. Exposure to chemicals and potentially hazardous tools and equipment.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Library Conservation Technician I
Job Code: 3620**

PROMOTIVE LINES

To: 3621 Library Conservation Technician II

ORIGINATION DATE: 09/XX/2019

AMENDED DATE:

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Library Conservation Technician II
Job Code: 3621**

DEFINITION

Under direction, the 3621 Library Conservation Technician II coordinates the Library's Preservation program; supervises subordinate personnel; and performs conservation treatments on books and other library materials from the Library's core collections, including the Library's special collections and the City and County of San Francisco Archives.

DISTINGUISHING FEATURES

Class 3621 Library Conservation Technician II is distinguished from class 3620 Library Conservation Technician I in that the former supervises the Preservation Unit and subordinate classes; whereas the latter performs conservation treatments on library materials.

SUPERVISION EXERCISED

Supervises subordinate library conservation technicians, and clerical and technical library personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Oversees the activities of subordinate staff and interns in the Library Preservation Unit.
2. Oversees the Library's commercial binding program, including the development of the bindery contract specifications according to the Library Binding Institute Standards and terminology; supervises quality control inspection for returned materials; and resolves any issues with bindery.
3. Coordinates workflow of incoming Library materials; evaluates materials to determine treatment.
4. Participates in emergency planning and training; is part of the Emergency Salvage Team; and leads the recovery of paper collections.
5. Orders and maintains supplies, materials, and equipment required for book repair and library materials conservation operations; authorizes payments on invoices for supplies and services.
6. Performs advanced conservation treatments on books, paper, and basic conservation photographs following established procedures and guidelines.
7. Compiles in-coming, out-going and bindery statistical data to track trends in bindery use; in departmental use; and staff productivity.
8. Monitors and reports environmental conditions-
9. Provides training in basic treatments to staff and interns; through demonstrations and hands-on training as needed.

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10. Provides consultation services to other City Departments regarding conservation of paper based materials when appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: library systems and terminology; the role of the public library in the community; library databases and computer software applications; terminology, principles, and best practices in book and paper conservation; Library Binding Institute Standards and terminology; appropriate tools, materials, processes and methods used in book repair and book and paper conservation; paper-based disaster materials salvage; environmental and temperature-relative humidity issues.

Ability and Skill to: supervise subordinate staff, assign, and review the work of subordinates; perform book and paper conservation treatments; problem solve; participate in the disaster materials salvage following standard recovery procedures; follow oral and written instructions; give attention to detail and accuracy; safely operate specialized bindery equipment; deliver training and support to subordinates; communicate effectively orally and in writing; and interact, courteously and diplomatically with others.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

Three (3) years of experience in the conservation of library books and paper, equivalent to the duties performed by class 3620 Library Conservation Technician I in the City and County of San Francisco.

Substitution:

Completion of a formal book binding or conservation program may substitute for up to two (2) years of the required experience.

Possession an Associate's degree from an accredited college or university with a major in Library Information Technology may substitute for up to one (1) year of the required experience.

SUPPLEMENTAL INFORMATION

Demands extended periods of focus and concentration on each task. Exposure to chemicals and potentially hazardous tools and equipment.

PROMOTIVE LINES

From 3620 Library Conservation Technician I

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Library Conservation Technician II
Job Code: 3621**

ORIGINATION DATE: 09/XX/2019

AMENDED DATE:

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN