

**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:** 40  
**Fiscal Year:** 2015/2016  
**Posted Date:** 10/23/2015  
**Reposted Date:** 01/14/2016

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
*(Job specification(s) attached.)*

Item #	Job Code	Title
1	3630	Librarian I

**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](mailto: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.

**For additional information regarding this proposed classification action**, please contact Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at [Rich.David@sfgov.org](mailto:Rich.David@sfgov.org).

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: <http://www.sfgov3.org/index.aspx?page=328>.

**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 Support Services  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Drew Murrell, Controller/ Budget Division  
Alex Koskinen, Controller/ Budget Division  
E-File

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

**Title: Librarian I  
Job Code: 3630**

**INTRODUCTION**

Under supervision, performs beginning level professional library work, and performs related duties as required.

Requires responsibility for: Explaining and carrying out assigned duties within the framework of established methods and procedures; making regular contacts with the general public, outside organizations and library personnel in connection with library activities and operations; maintaining a continued awareness of current reading trends and literature.

**DISTINGUISHING FEATURES**

The class of Librarian I differs from Library Technician II in that this class is responsible for performing beginning level professional work such as making recommendations regarding the selection and maintenance of library materials in an assigned area; performing beginning level reference work; carrying out community programs to promote use of and interest in the library.

**MAJOR, 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. Assists patrons in locating and using library facilities and materials, in selecting materials, and in answering a wide variety of questions.
2. Recommends library materials to be purchased, repaired or discarded; may be responsible for the selection and maintenance of library materials of assigned section(s) of the collection and suggests which materials shall be non-circulating materials.
3. Performs reference work; performs research; performs readers advisory; prepares detailed bibliographies, book lists and other information; teaches patrons to access and use digital resources.
4. Plans and conducts programs and outreach for children's, young adults, and adults' programs; meets with educators ~~school principals~~; visits and works with various adult and community groups to promote the use of and interest in the library.
5. Catalogs and classifies library material; determines and assigns main entry, cross references and subject headings; adapts Library cataloging records of ~~Congress cards~~

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for the library and participates in determining cataloging policy.

6. Writes reports and correspondence; may supervise the maintenance and/or preparation of various files and records.

7. Plans or assists in planning and setting up displays and exhibits; assists in maintaining a pleasant and orderly atmosphere in the branch or department.

8. May supervise subordinate staff.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: Modern library methods, procedures and techniques, and knowledge of the role of a public library in the community.

Ability and Skill to: ~~deal~~ Work courteously and effectively with library patrons and outside organizations; evaluate a wide variety of library materials; educate, advise, and instruct library patrons in the use of library facilities and materials; locate information and materials; maintain files, records and prepare reports; may require the ability to supervise.

**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:

Requires ~~p~~ Possession of a Master's Degree in library and information studies (e.g. MLS/MLIS) from a college, university, or program, library school accredited by the American Library Association, ~~a certificate of librarianship, or a fifth year Bachelors Degree in librarianship from a library school accredited by the American Library Association.~~

Experience:

License and Certification:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

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**Title: Librarian I  
Job Code: 3630**

3632 Librarian II

**ORIGINATION DATE:**

**AMENDED DATE:** 8/11/69, 01/XX/16

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN SFMTA