



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR LIBRARIAN

Class Code: 6153

Open Date: 04-10-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$75,877 to \$94,273

NOTE:

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Senior Librarian assigns, reviews and evaluates the work of a group of employees engaged in providing a variety of professional library services at branch libraries, special or system-wide support service units, and central library departments; oversees the more responsible aspects of developing collections and technologies; manages library assets, including facilities and budgets; directly performs or supervises employees engaged in outreach to the community regarding library services; works and represents the Department with patrons, volunteers, community support groups, other city departments, vendors and contractors; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENT

Two years of full-time paid professional library work as a Librarian.

NOTES:

1. In addition to the regular City application, all applicants must complete the Senior Librarian Qualifications Questionnaire at the time of filing. The Senior Librarian Qualifications Questionnaire is located within the Supplemental Questions section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.
2. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
3. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
4. For qualifying work experience, the term "professional library work" applies to positions that require possession of a master's degree in Library Science or Library and Information Science from a school accredited by the American Library Association in order to obtain that position. Therefore, to be considered "professional", qualifying experience must be gained in positions after obtaining such a degree.
5. Please note that qualifying education must be from a college or university accredited by the American Library Association. A list of approved institutions can be found at <http://www.ala.org/accreditedprograms/directory/alphalist>.
6. Candidates completing the exam process will be contacted by the Personnel Department to provide required proof of qualifying degree.

SELECTIVE CERTIFICATION

In accordance with Charter Section 1010 (b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training. Only persons possessing the following at the time of filing may be considered for appointment to fill such positions.

Some positions may require the ability to speak or write a language other than English.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

WHERE TO APPLY

Applications and Qualifications Questionnaires will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTES:

1. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.
2. All application materials must be complete at the time of filing for you to be considered a candidate in this examination.

APPLICATION DEADLINE

Applications must be received by THURSDAY, APRIL 23, 2015.

QUALIFICATIONS REVIEW

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Senior Librarian may be evaluated based on the candidate's responses to the Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of a Senior Librarian based solely on the information submitted for qualifications review will continue in the selection process.

SELECTION PROCESS

Examination Weights: Interview 100%

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis will be placed on the candidate's experience and training as it relates to the knowledge of: Los Angeles Public Library's goals, policies, procedures, services, structure, special services, and circulation system; reference procedures, common problems, and general resources; catalog systems including on-line public catalogs; types of non-print materials in the library's collection; collection development policies; standards for selecting materials for all age groups; books that are distinguished literary or reference value; policies and procedures for the management of annual budget materials for the Los Angeles Public Library; application of guidelines for references and advisory services; professional organizations, literature, and library trends; safety principles and regulations; supervisory principles and practices including Equal Employment Opportunity; the ability to: work with individuals and organizations not affiliated with the library and awareness of recurring problems and difficult situations; use a computer for data retrieval, records management, and general communication; communicate with supervisors, subordinates, patrons, and community leaders in order to explain various materials and resolve problems and issues; read, write, and comprehend complicated and detailed policies and other written information; and other necessary skills, knowledge, and abilities.

Additionally, the interview board will consider the information in the candidate's Qualifications Questionnaire in their overall evaluation of the candidates' qualifications. Candidates may expect the interview panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

Candidates will be notified by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **JUNE 08, 2015 to June 19, 2015.**

NOTES:

1. This examination is based on a validation study.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
3. Seniority credit at the rate of 0.25 of a point for each year of continuous City service will be added to the weighted test score of each candidate.
4. A final average score of 70% is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
7. Appointees may be subject to weekend and evening work assignments.

**THIS EXAMINATION IS TO BE GIVEN ONLY
ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.