



July 27, 2015

## JOB OPPORTUNITY

If it's a challenging position you're looking for, we have the ideal job for you.

**CLASSIFICATION:** *LIBRARIAN*

**TENURE/TIME BASE:** *PERMANENT/FULL TIME*

**BUREAU/SECTION:** *STATE LIBRARY SERVICES/SUTRO LIBRARY  
(POSITION IS LOCATED IN SAN FRANCISCO)*

**SALARY:** *RANGE A \$4,386 - \$5,489 per month*

**SUMMARY:** The Sutro Library in San Francisco, one of the Special Collections of the California State Library Services Bureau, provides timely, customer-focused information to researchers regarding the collection of Adolph Sutro (1830–1898), California businessman and San Francisco mayor. The Sutro library, which is housed in the same building as the J. Paul Leonard Library of the San Francisco State University, has a large collection of publications and items dating from the 13th to the 21st centuries. It also has one of the largest genealogy collections in the United States.

**DUTIES:** Under the general supervision of the Supervising Librarian II, the incumbent delivers reference and information services, assists library patrons in the use of library materials and online resources, and helps fulfill interlibrary loan requests. The incumbent is part of a team that manages and preserves the Sutro Library collections and helps maintain the Sutro bibliographic database. The incumbent also serves as the Sutro Library volunteer coordinator.

**Reference, Training, Interlibrary Loan, and Outreach Services.**

Provides expert reference services, in a broad range of subject areas, to state employees, faculty and students, members of the public, and other libraries. Trains library patrons in the use of library resources and services and in advanced research methods. Develops library research guides in a broad array of topical areas. Assists in coordinating outreach activities, San Francisco State University (SFSU) classroom visits, and library tours.

**Collection Development, Management and Maintenance.**

Participates in the selection of new acquisitions for the library's physical and electronic collections. Evaluates gift materials and assists in determining whether they should be added to the collections. As a member of a team, manages and preserves Sutro's special collections, including the library's extensive collection of rare books, manuscripts, and artifacts. Edits bibliographic records and creates holdings and item records. Serves as the Sutro Library's primary liaison with the Technical Services Section of the California State Library regarding collection purchases, standing orders, and bibliographic control of the collections.

### **Volunteer Coordinator.**

Serves as the Sutro Library volunteer coordinator. Writes volunteer job descriptions, creates volunteer projects, trains and mentors new volunteers, develops volunteer schedules, and helps coordinate volunteer appreciation events. Serves on the California State Library's volunteer engagement team.

### **DESIRABLE QUALIFICATIONS:**

- Excellent communication skills, including the ability to speak before audiences.
- Excellent research skills.
- Ability to use good judgment in decision-making.
- Ability to exercise creativity.
- Ability to exercise flexibility.
- Ability to manage time and library resources effectively.
- Ability to remain sensitive to the needs of library patrons.
- Ability to adopt the business protocols of the Sutro Library and of the California State Library Services Bureau.

### **APPLICATION PROCESS:**

**Eligibility to Apply:** Individuals who currently work for the state of California, either as Librarians or in some other classification that is eligible to transfer into the Librarian classification; former California state employees who can reinstate into this classification, and/or persons who are reachable on a current employment list for the Librarian classification are eligible to apply. All methods of appointment, including Temporary Authorizations (TAU's) and Training and Development (T&D) Assignments will be considered, and a 120-day candidate pool will be established for subsequent vacancies.

All interested applicants must submit a standard state application (STD 678, Revised 10/2013) with original signature to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA, 94237-0001. The STD 678 can be accessed through the CalHR website at [www.CalHR.ca.gov](http://www.CalHR.ca.gov). Applications may also be delivered in person to the Human Resources Services Office drop box, California State Library, 900 N Street, First Floor, Sacramento, CA, 95814.

All applicants must clearly indicate the basis for their eligibility (list, transfer, reinstatement) in the "Examination(s) or Job Title(s) for which you are applying" section on the standard state application form (STD 678). If you are eligible because you are on a list, you may simply write "list eligibility;" you do not need to indicate which type of list.

SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the classification title you wish to review.

Applications will be screened and only the most qualified applicants will be considered for an interview.

**Applications will be accepted through the final filing date, which is August 10, 2015.**

### **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service, and the special trust placed in public servants.