

SHADED AREA FOR HUMAN RESOURCES ONLY

		DATE 7/6/2016	H.R. APPROVAL AMD
PC # 2237		POSITION NUMBER (Agency - Unit - Class - Serial) 175-104-2943-002	
BUREAU SECTION State Library Services—Government Publications		CLASS TITLE Senior Librarian	
WORKING DAYS AND WORKING HOURS through 8 a.m. to 5 p.m.		INCUMBENT Vacant	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Principal Librarian, the incumbent coordinates all aspects of the State Library's participation in the Federal Depository Library Program (FDLP), serves as the FDLP Regional Librarian for the state of CA, is a team lead to librarians and support staff of the FDLP, catalogs federal publications, and provides reference service to state library patrons.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
	ESSENTIAL FUNCTIONS:		
60%	<u>Federal Depository Library Program Regional Librarian:</u> Coordinates the state library's participation in the Federal Depository Library Program (FDLP) and serves as the FDLP regional librarian for selective federal depositories in the state of CA. Consults with and provides guidance to selective federal depositories in the state and conducts regional FDLP planning activities to ensure that CA residents have free and equal access to government information. Attends sub-regional meetings with selective federal depositories, visits individual selective federal depositories, communicates with the U.S. Government Printing Office (GPO) and ensures the integrity of the state library's regional collection, following federal law and GPO regulations. Works in a team environment with librarians and support staff to assign, review and coordinate processing of claimed materials from the disposal lists. May travel to libraries within the FDLP.		
20%	<u>Reference Services:</u> Provides reference services to state employees, members of the public, and to other libraries. This service involves in person, telephone, e-mail and other on-line transactions. Makes information referrals to other library sections and external library sources when needed. Provides information about the library's policies and procedures. Trains library patrons in the use of library resources and services and in advanced research methods.		
15%	<u>Cataloging and Bibliographic Database Maintenance:</u> Coordinates the loading and quality control checking of weekly files of outsourced federal bibliographic records. Catalogs non-depository planning and implementation of the federal retrospective cataloging project.		
5%	<u>Committees and Special Projects:</u> Organizes and plans outreach activities for the FDLP. Participates in state library study groups and serves on state library committees. Provides research and reports as requested by the Principal Librarian, the Chief of State Library Services and the State Librarian.		

SUPERVISION RECEIVED: The incumbent reports directly to and is supervised by the Principal Librarian.

SUPERVISION EXERCISED: None

ADMINISTRATIVE RESPONSIBILITY: None

PERSONAL CONTACTS: The incumbent has daily contact with the employees, volunteers and the public. The incumbent has daily contact with libraries and staff connected with the FDLP. The incumbent has frequent contact with CSL employees in other library sections and bureaus. The incumbent has frequent contact with librarians and staff at the Government Printing Office in Washington D.C. Some of these contacts involve presenting in front of groups, giving tours, and/or orienting patrons to the services and collections of the library.

ACTIONS AND CONSEQUENCES: Failure to perform effectively the duties of the position could result in poor customer service and incomplete or false information transmitted to libraries and patrons. The library's bibliographic database could become compromised and incorrect data input into the online catalog. The image and functioning of the library could be damaged, leading to negative publicity and potential loss of programmatic support.

FUNCTIONAL REQUIREMENTS: The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Computer work is typically moderate (4 hours per day). Occasion moving and filing of library materials weighing less than 25 pounds is required. Incumbent is expected to travel when necessary, to make presentations and to attend off site meetings.

OTHER INFORMATION: The incumbent must possess excellent communication skills, including speaking before groups, possess good research skills, use good judgement in decision making, exercise creativity and flexibility, manage time and library resources effectively, be sensitive to the needs of library patrons, and be responsive to the business protocols of the State Library.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE
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