

**SHADED AREA FOR HUMAN RESOURCES ONLY**

		DATE 7/6/2016	H.R. APPROVAL AMD
PC # 2300		POSITION NUMBER (Agency - Unit - Class - Serial) 175-106-2951-003	
BUREAU SECTION State Library Services—Within State Law Library		CLASS TITLE 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 supervision of the Principal Librarian, the incumbent in this position provides legal and general reference assistance to patrons. The incumbent also serves as a resource in collection management and maintenance as well as a resource on special projects.			
% 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.		
60%	<p><b>ESSENTIAL FUNCTIONS:</b>  <b>Reference Services</b>  Provides reference and information services to state employees, members of the public and to other libraries. Patron inquires or requests are received by telephone, e-mail, internet, chat lines, mail or personal patron visits and information sent to the patrons can be by telephone, e-mail, internet, chat lines, mail or in person. Assists patrons with research on legal, government, or general information related questions. Performs bibliographic searches utilizing online or hardcopy formats, consults reference resources, published primary and secondary legal resources, other State Library departments, other libraries or business organizations.</p>		
20%	<p><b>Collection Development, Management and Maintenance</b>  Serves as a resource specialist to clerical staff, assists in updating legal and legislative resources, analyzes the bibliographic and physical arrangement of the collection. Participates in selection, cancellation and withdrawal of materials. Assists the State Library's technical services section by supplying bibliographic and holdings information. Develops and maintains programs related to electronic records management and preservation issues.</p>		
20%	<p><b>Special Projects and Assignments</b>  Provides research, reports and programs as requested by the Principal Librarian, the Chief of State Library Services and the State Librarian's office. Participates and serves on state library committees. Assists in coordinating outreach services to California state employees, state agency librarians, non-governmental groups and California libraries. Organizes and manages library partnerships with other libraries and businesses to further develop and enhance the collection.</p>		

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

**SUPERVISION EXERCISED:** None

**ADMISTRATIVE RESPONSIBILITY:** The incumbent has daily contact with the employees, volunteers and the public. The incumbent has daily contact with libraries and staff throughout the country. The incumbent has frequent contact with CSL employees in other library sections and bureaus. 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 controls. 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 (4-5 hours per day). Occasional 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 the library patrons, and be responsible 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
---------------------------	------------------------	------

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
-------------------------	----------------------	------