

Job Opportunity



California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE. SHAPING OUR FUTURE

Staff Services Manager I 1 Position Available Posting Date: September 29, 2016

IF IT'S A CHALLENGING POSITION YOU'RE LOOKING FOR, WE HAVE THE IDEAL JOB FOR YOU!

Are you looking for a fast paced and challenging position that will provide you with extremely valuable Business Services experience with extensive variety? The State Library, Business Services Office, is seeking a talented and dedicated professional for a Staff Services Manager (SSM) I position. Under the direction of the Bureau Chief, the SSM I will provide leadership and management in the administration of the department's facilities, mail services, service contracts and procurement/purchasing of goods, security, recycle management programs, among other duties.

DESIRABLE QUALIFICATIONS:

- The ability to act independently with a high level of discretion.
- Knowledge of the state contracting and purchasing processes, Department of General Services' Real Estate Division, facilities management, Public Contract Code, and State Administrative Manual.
- Exceptional time management skills.
- Excellent interpersonal skills. Includes verbal and written communication.
- The ability to evaluate situations effectively and take appropriate action using initiative, resourcefulness, and good judgement.
- The ability to practice good judgement in decision making, exercise creativity and flexibility in problem identification and resolution.

Application Process:

Establish Eligibility:

Current state employees with a status as an SSM I, or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification are eligible to apply. If you are not currently on the SSM I exam list, you may take the exam (s) here: <https://jobs.ca.gov/Public/Bulletin.aspx?examCD=9PB19> **If you've previously submitted an application for this position, your application will be considered.**

Apply for the Position:

- Complete a standard state examination/employment application form <https://jobs.ca.gov/Profile/StateApplication> with original signature and clearly indicate the basis of eligibility (list, transfer, or reinstatement, **[do not** notate LEAP eligibility]) in the "Explanations" section of the STD 678 (STD 678) and
- Attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application and
- Mail or deliver your completed application to the California State Library (CSL):
⇒ Mail: Human Resources Services Office, PO Box 942837, Sacramento, Ca 942837, Sacramento, CA 94237
⇒ In Person: HRSO Drop Box CSL Annex, 900 N Street, 1st Floor Drop Box
or
- Electronic application (through your CalCareer Account) <https://jobs.ca.gov/>

Additional Information:

SRDA/Surplus candidates are encouraged to apply. Appointment is subject to SRDA/State surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants must meet the minimum qualifications of the classification. All methods of appointments, including Training & Development (T&D) Assignments will be considered and a 120 day candidate pool will be established for subsequent vacancies. Minimum Qualifications for the SSM I are available here: <http://www.calhr.ca.gov/state-hr-professionals/pages/4800.aspx>

EQUAL OPPORTUNITY EMPLOYER

The State of California and the California State Library 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, medical condition, military or veteran 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.

California State



- ▶ PC # 2245
- ▶ PERMANENT/FULL-TIME
- ▶ \$5311-6598/MONTH
- ▶ FINAL FILE DATE:
OCTOBER 13, 2016

Located across the street from the State Capitol, the Library and Courts Building II houses the Braille and Talking Book Library, California History Section and Special Collections, Preservation Office, Information Technology Bureau, California Research Bureau, Technical Services Branch, Library Development Services, and the Administrative Services Bureau.

The State Library serves the people of California in several ways:

- It is the central reference and research library for state government and the Legislature.
- It provides non-partisan research to the Legislature and the Governor.
- It collects, preserves, generates and disseminates information ranging from California's priceless historical items to today's online texts.
- It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs, and services.

Within the Administrative Services Bureau, the Business Services Office provides library-wide support for contract and procurement services, facilities operations and maintenance, warehousing, forms management, records management, property vehicle management, and other support functions.

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