

**SHADED AREA FOR HUMAN RESOURCES ONLY**

		DATE 12/7/2015	H.R. APPROVAL AMD
PC # XXXX		POSITION NUMBER (Agency - Unit - Class - Serial) 175-200-2958-XXX	
BUREAU SECTION Library Development Services		CLASS TITLE Library Programs Consultant	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		INCUMBENT	
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 <i>Under the general direction of the Assistant Bureau Chief of Library Development Services (LDS), provides advice and consultative services to state, local, and other library administrators on the development of local and statewide library programs; develops, awards, and administers library grant programs, including distribution of funds and review of program results; develops, reviews, analyzes, and interprets applicable state and federal regulations; and conducts studies and does research regarding the planning, evaluation, and administration of new library programs.</i>			
% 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.		
45%	<b>ESSENTIAL FUNCTIONS:</b> Develops, implements, and monitors complex statewide library grant programs, including the nature and scope of the program, application parameters, personnel requirements, evaluation methodology, and budget. Monitors and provides the lead for statewide programs funded at both the federal and state level, including but not limited to, the Library Services Technology Act, the California Library Literacy and English Acquisition Services Program, the California Library Services Act, the Library of California, and the Public Library Foundation. Develops, reviews, and interprets applicable statutes and regulations for these programs. Evaluates and monitors federal and state grant projects awarded to local libraries. Makes on-site visits when required. Reviews and approves all required reports. Provides training opportunities for targeted grant programs.		
40%	Provides consultative assistance to libraries and library cooperatives and consortia on all aspects of library management and service, including, but not limited to, planning, organization, finance, state and federal law, building, adult and children's services, literacy, and technology. Analyzes and evaluates current planning, management, and program methodologies in public libraries. Identifies future trends, opportunities, and problems that affect public libraries. Assists public libraries in organizing the community and local officials to implement structured, formal, planning techniques and methods in the management of libraries. Designs programs and training events to strengthen public libraries' abilities to make library services more responsive to the needs of their communities and to more effectively use local and state resources in support of those services. Assists library management in development of statewide and local programs to accomplish these improvements and to help make the most effective use of staff and financial resources.		
15%	Plans, designs, and implements programs and activities that strengthen the California State Library and LDS. Serves as California State Library liaison to local, regional, and state-level systems and organizations of different types of libraries and allied information providers. Makes presentations to libraries and public bodies on California State Library and LDS services and programs. Performs special assignments as assigned.		

**SUPERVISION RECEIVED** – Library Programs Consultant reports directly to the Library Development Assistant Bureau Chief.

**SUPERVISION EXERCISED** – None

**ADMINISTRATIVE RESPONSIBILITY** – No other administrative responsibilities other than those detailed in Essential functions

**PERSONAL CONTACTS** – The Library Programs Consultant has daily contact with the employees of the Library Development Services Section, as well as numerous supervisors and employees of other California State Library sections and bureaus, including the Human Resources Services Office. The incumbent has frequent contact with state employees of other departments, public libraries and with members of the public. The incumbent also has intermittent contact with members of the State Library Executive Team.

**ACTIONS AND CONSEQUENCES** – Failure to perform effectively the duties of the position could result in substandard decision-making, waste of state resources and inefficiency. Employer-employee relations could be damaged, resulting in civil service and union contract issues, as well as a decrease in staff morale and productivity. The image and functioning of the library could be damaged, leading to negative publicity and potential loss of programmatic support. Failure to effectively perform the duties of the position could result in denying or retracting funding for grants, departmental inefficiency, and could have consequences including an official reprimand or in severe cases, termination.

**FUNCTIONAL REQUIREMENTS** - The incumbent works 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 substantial (6-7 hours per day). Occasional moving and filing of library materials weighing less than 20 pounds is required. Travel by all modes of transportation is often required in this position.

**OTHER INFORMATION** – Incumbent must possess excellent communication skills, good research skills, use good judgment in decision-making, exercise creativity and flexibility, manage time and library resources effectively, and be responsive to the needs of the State Library Development Services department and the Library’s Executive Team.

*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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