

**SHADED AREA FOR HUMAN RESOURCES ONLY**

		DATE 3/17/2016	H.R. APPROVAL AMD
PC # 2151	POSITION NUMBER (Agency - Unit - Class - Serial) 175-101-7500-001		
BUREAU SECTION State Library Services (SLS)	CLASS TITLE CEA A – Chief of SLS		
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 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 general direction of the State Librarian/Deputy State Librarian, the incumbent is responsible for directing California State Library Services Bureau's (SLS) administrative functions, developing SLS policy, and ensuring SLS policy compliance with state rules and regulations. Participates as a member of the CSL Executive Team to analyze departmental options and opportunities to further CSL's mission; to establish operational and service priorities; and to develop long and short-term strategic plans that optimize services to state government, appointed and elected decision-makers, California libraries, and the public.			
% 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.		
	<b>ESSENTIAL FUNCTIONS:</b>		
35%	<p><b>Program Policy Development</b>  As a key member of the CSL Executive Team, the CEA is directly involved in significant strategic planning activities and policy decisions involving CSL programs and operations. The CEA provides expert advice and assistance to the State Librarian, Deputy State Librarian, CSL Executive Team and other CSL managers on library services. Meets with Bureau supervisory staff and State Library administration to formulate plans for implementing goals of the State Library and of the Bureau. Plans with and consults with other Bureau Chiefs, State Librarian, and Deputy State Librarian about over-all policies affecting the California State Library and Libraries of all types throughout California. Meets with other Bureau Chiefs and State Librarian as a member of the policy-making executive team for the California State Library. Participates in decisions affecting any kind of policy or procedure that effects the California State Library services to patrons and other library systems, including but not limited to hours, interlibrary loan, federal depository, and service to through BTBL.</p>		
35%	<p><b>Strategic/Organizational/Management Responsibilities</b>  The CEA provides leadership in developing and implementing policy, procedures, and strategic direction through the following service points: Braille and Talking Book Library (BTBL), California History Section, Information Resources, Government Publications Section, Witkin State Law Library, Sutro Library, Technical Services – Acquisitions &amp; Cataloging. The CEA directly supervises the Library Programs Administrator and Staff Services Analyst and provides supervision and direction to supervisory staff over seeing in each section of the library service points listed above and the staff that provides those services statewide to a variety of diverse patrons. Coordinates with managers and staff throughout CSL to improve operational and inter-bureau effectiveness and resolves controversial and complex matters that arise from administering a comprehensive program in three separate buildings. Full responsibility for directing the services offered to the public via the SLS Bureau and for setting, as part of the CSL Executive Team, and perpetuating, through subordinate supervisory staff, the goals and objectives of CSL's vision.</p>		

**JOB DESCRIPTION** (6/08)

	<p>Ensures that the State Library functions are executed in conformance and compliance with approved policy and are consistent with statutory requirements of the California State Library and the State of California.</p> <p>Responsible for complex budget development and expenditure management for the Bureau of an annual program budget of 10 million dollars and determines the appropriate use of the CSL's financial resources for the Bureau. Develops short and long term strategies to absorb budget cuts and develop service patterns to adapt to new budgets. Advises the California State Librarian and the Deputy State Librarian as to the administrative and fiscal implications of their programs. Prepare Budget Change Proposals to secure program funding.</p>
25%	<p><b>Technical Assistance/Consultation</b> Provides technical and consultative assistance to section supervisors for service development, implementation, and evaluation. Monitors and evaluates library service trends impacting all sections. Establish and maintain collaborative working relationships with all sections to support the successful implementation of State Library services. Prepare complex documents (e.g., correspondence, memoranda, reports, advisories, etc.) and presentations to provide information to staff and other organizations.</p>
5%	<p><b>MARGINAL:</b></p> <p><b>Representation</b> Empowered to act for the State Librarian and the Deputy State Librarian in their absences, negotiates with other state entities to establish Interagency Agreements and Memoranda of Understanding. Coordinates with other state agency libraries located in entities such as the Department of Corrections, Attorney General, and San Francisco State University (SFSU), works with consultants, contractors, and members of the public to further the goals of the California State Library. Fosters relationships and establishes liaisons with libraries and library related organizations across the State and nation. Represents the Bureau and the State Library effectively with a variety of state and non-state organizations, and may be required to travel.</p> <p>Communicates through strong written and verbal skills; develops programs and activities on behalf of the State Library; promotes the State Library and its services throughout the State.</p>

**SUPERVISION RECEIVED**

The CEA, A carries out their duties under the direction of the California State Librarian.

**SUPERVISION EXERCISED** – The CEA, A directly supervises a group of Library professional, and professional Administrative staff and indirectly supervises through a subordinate Library Programs Administrator, a group of Library professional and paraprofessional and clerical staff. Will periodically direct a team on a project basis.

**ADMINISTRATIVE RESPONSIBILITY** – In addition to the supervision responsibilities detailed above, the incumbent conducts complex library policy research and development, recommending appropriate policy creation and revisions to existing policies. The incumbent, with the assistance of the Library Programs Administrator, researches and develops collection development policies and procedures, as well as preservation and digitization policies and procedures. The incumbent also researches and recommends strategies for increasing the breadth and quality of services the California State Library provides to state government, to other libraries, and to the general public.

**PERSONAL CONTACTS**

The CEA has daily contact with the supervisors and employees of the State Library Services Bureau, as well as numerous supervisors and employees of other State Library bureaus, including the Human Resources Services Office. The incumbent has frequent contact with state employees of other departments and with members of the public. The incumbent also has frequent contact with members of the State Library Executive Team. The incumbent has infrequent contact with representatives of control agencies (chiefly, DGS and DOF). As Bureau Chief, most of these contacts are sensitive in nature, requiring a high degree of discretion and confidentiality.

**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 State Library's extensive collections could suffer deterioration and damage. The Library's digitization efforts could end up disjointed and unfocused. The image and functioning of the library could be damaged, leading to negative publicity and potential loss of programmatic support from Control Agencies of California state government.

**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 (3-4 hours per day). Occasional moving and filing of library materials weighing less than 20 pounds is required. Frequent travel between the Mosk Library and Courts Building and the Library Annex Building is required. Incumbent is expected to travel when necessary to visit the Sutro Library in San Francisco and to attend conferences and off-site meetings (5% of the time).

**OTHER INFORMATION**

Incumbent must possess excellent communication skills (including speaking before audiences), excellent research skills, use good judgment in decision-making, exercise creativity and flexibility, manage time and library resources effectively, and be responsive with the needs of the State Library Services Bureau 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		
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 ACCOMMODATION. (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		