



December 24, 2013

## JOB OPPORTUNITY

If it's a challenging position you're looking for, we have the ideal job for you.

<b><u>CLASSIFICATION:</u></b>	<b><i>LIBRARIAN</i></b>
<b><u>TENURE/TIME BASE:</u></b>	<b><i>PERMANENT/FULL TIME</i></b>
<b><u>BUREAU/SECTION:</u></b>	<b><i>SLS/CALIFORNIA HISTORY SECTION</i></b>
<b><u>SALARY:</u></b>	<b><i>\$4195-\$5250</i></b>

**SUMMARY:** Under the general supervision of the Supervising Librarian II, the incumbent provides reference service and assists library patrons in the use of library materials and electronic resources; reviews and fulfills incoming interlibrary loan requests; conducts tours of the library; makes presentations to library visitors and outside groups; and indexes and organizes materials related to California history.

### **DUTIES:**

- Provides reference service to state employees, members of the public, and to other libraries, using books, periodicals, indexes, electronic databases, the Internet and other resources.
- Assists library patrons in the use of resources in the California History Section and other sections.
- Refers patrons to information resources outside of the California State Library.
- Prepares bibliographies and guides as needed.
- Assists with training of new staff.
- Reviews incoming interlibrary loan (ILL) requests.
- Verifies CSL newspaper holdings, periodical and book titles.
- Sorts requests by circulating and non-circulating materials.
- Refers difficult ILL questions to the Supervising Librarian II.
- Prepares and conducts talks to genealogical, historical and archival groups outside the library.
- Conducts tours and orientations of the California State Library.
- Examines periodicals, newspapers and books for California-related topics to index into the California Information File, using Library of Congress subject headings.
- Proofreads indexing records input by support staff.
- Evaluates, catalogs, and organizes collections of historic archival material, following standard practices developed by the Society of American Archivists, as well as cataloging procedures developed by the Catalog Section.
- Acts as back-up for researching and preparing permission to use letters.
- Participates in State Library study groups and serves on State Library committees, especially the committees implementing the Library's strategic plan.
- Provides research and reports as requested by the Supervising Librarian II, the Chief of State Library Services, and the State Librarian.

### **KNOWLEDGE AND ABILITIES:**

- Knowledge of the principles, trends and practices of professional library work.
- Experience providing reference service to patrons in person, online, by mail and on the phone.
- Knowledge of genealogical and California history resources, including databases and Web sites.
- Knowledge of collection management theory and practice.
- Knowledge of OCLC and interlibrary loan procedures.
- Basic knowledge of library preservation and disaster planning strategies, especially as they relate to special collections.
- Basic knowledge of library cataloging, Library of Congress subject headings and specialized thesauri including the Library of Congress Thesaurus of Graphic Materials and the Art and Architecture Thesaurus.
- Knowledge of database software programs including MS Access and InMagic.
- Ability to give tours and public presentations.
- Ability to maintain good relations with the public and library staff.
- Ability to evaluate situations accurately and take effective action, using analytical thinking and attention to detail.
- Ability to interpret guidelines and independently apply them.

### **INTERPERSONAL SKILLS:**

- Speaks courteously and tactfully and writes effectively.
- Maintains positive relationships with patrons, library staff, volunteers, and student workers.
- Treats all users with courtesy and consideration.
- Listens carefully to patron requests, asking open questions when necessary.

### **PHYSICAL ABILITIES:**

- Ability to sit for extended periods of time at public services desks and in staff offices.
- With assistive technology, if necessary, ability to operate a PC for extended periods of time.
- Ability to operate microfiche/microfilm machines and scanners.
- Ability to handle large, heavy, and awkward library books and other library materials.
- Ability to climb stack ladders and stoop to reach bottom shelves in the stacks.
- Ability to move book trucks holding up to 100 pounds of weight and to lift up to 35 pounds.
- Ability to turn handles on compact shelving units filled with library materials.

### **WORK ENVIRONMENT:**

- Uses a PC for extended periods of time in an office environment.
- Is a member of a team providing public reference service during normal library business hours of 8:00 AM-5:00 PM, Monday through Friday.
- Manages various customer needs while answering questions and providing research assistance in person, on the telephone, and through the library's reference tracking software and other electronic means.

### **APPLICATION PROCESS:**

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the HRSO Drop Box, Library Building, 900 N Street, First Floor. **All applicants must clearly indicate the basis for their eligibility in "Examination(s) or Job Title(s) for which you are applying" on the standard application form (STD 678). All methods of appointment will be considered and 120 day candidate pool will be established for subsequent vacancies. Applications will be accepted until January 27, 2014. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed.**

**EQUAL OPPORTUNITY EMPLOYER**