



August 14, 2012

JOB OPPORTUNITY

If you are seeking a challenging position, we have the ideal job for you.

<u>CLASSIFICATION:</u>	Librarian
<u>TENURE/TIME BASE:</u>	PERMANENT FULL TIME
<u>BUREAU:</u>	CALIFORNIA RESEARCH BUREAU
<u>MONTHLY SALARY:</u>	\$4195 - \$5097 (salary will be adjusted accordingly to comply with the Personal Leave Program 2012)

SUMMARY: The California Research Bureau was created in 1991 within the California State Library to provide research and information services that are timely, objective and nonpartisan. The Bureau's staff respond to and anticipate issues subject to legislative interest, and address policy issues of statewide importance in an interdisciplinary, integrative manner. The Research Bureau works exclusively for the Governor's Office, the California Legislature and other elected state Constitutional officials, in support of their responsibilities in proposing and evaluating legislation and public policy.

DUTIES:

Under the close guidance of an Assistant Director or Senior Librarian, the Librarian

- Interacts with Capitol clients to receive and respond to information requests.
- Learns to construct strategy, conduct research and respond to Capitol inquiries, individually or collaboratively.
- Works on requests and projects, providing appropriate written and/or verbal responses, either individually or as part of a team.
- Assists clients and colleagues in use of library resources and equipment.
- Interprets CSL library policies to users and recommends new policies as needed.
- Conducts presentations, tours, and provides instructional sessions.
- Monitors assigned public policy areas for current awareness relevancy and for CRB publications.
- Develops expertise in legislative research materials and resources.
- Follows developments in the profession through trainings, readings, activities and practices.
- Learns to implement best management practices in fully developing, planning, documenting and archiving inquiries and responses.

KNOWLEDGE AND EXPERIENCE:

- Knowledge of theories and principles of librarianship, standard reference tools, electronic tools and resources, library materials, procedures, processes and automation.
- Knowledge of California state government structure and legislative process, tracking legislation and case law and public policy resources
- Experienced using computers including software programs such as Excel and Word.
- Ability to interact discreetly and professionally.
- Ability to evaluate situations accurately and take effective action.
- Ability to interpret guidelines and correctly apply them independently.
- Ability to prioritize workflow issues – individually and in team projects – and communicate clearly with all relevant individuals.
- Ability to work on multiple projects and activities simultaneously and prioritize them as needed.
- Ability to set goals and objectives and develop realistic project plans.
- Ability to react well under pressure, take ownership of responsibilities and follow through on commitments.

INTERPERSONAL SKILLS:

- Ability to work independently and in a team environment.
- Ability to handle multiple inquiries and projects with often overlapping and varying deadlines.
- Ability to respond flexibly to changing inquiries in a high pressure environment.
- Ability to work in a stressful, highly visible environment.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain confidentiality.
- Ability to exercise good judgment and tact.
- Ability to accept and provide appropriate constructive criticism.

WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:

- Contact with high-level officials of the Executive and Legislative branches and their staff, other state employees and outside organizations.
- Produce effective written and /or oral responses in deadline driven environment.

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 drop box at: Library & Courts Building II, 900 N Street, Sacramento. **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). Applications will be accepted until filled. 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