

August 31, 2012



JOB OPPORTUNITY

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

<u>CLASSIFICATION:</u>	<i>LIBRARIAN</i>
<u>TENURE/TIME BASE:</u>	<i>PERMANENT/FULL TIME</i>
<u>BUREAU/SECTION:</u>	<i>STATE LIBRARY SERVICES/GOVERNMENT PUBLICATIONS SECTION</i>
<u>SALARY:</u>	<i>\$4195 - \$5097</i> <i>(Salary will be adjusted accordingly to comply with the furlough program)</i>

SUMMARY: Under the supervision of the Supervising Librarian II and under the lead of the Senior Librarians for Federal and California Documents, the incumbent coordinates the technical aspects of the State Library's Federal depository operations, assists with Federal regional depository activities, catalogs non-depository Federal publications, and provides reference service to State Library patrons. The incumbent is a member of the State Library content development and management team.

DUTIES:

- Under the lead of the Senior Librarian for Federal documents, coordinates the technical aspects of the State Library's Federal depository, within the Federal Depository Library Program (FDLP). Serves as an information and technical resource for the section's Federal support staff; helps rectify Superintendent of Documents classification conflicts; ensures the integrity of the State Library's regional collection; communicates with the U.S. Government Printing Office, as required; assists the Federal Senior Librarian with regional FDLP planning and consultation; coordinates the review of California's selective depository disposal lists; and coordinates the processing of claimed materials from disposal lists.
- Loads and performs quality-control checks on weekly files of outsourced Federal bibliographic records. Catalogs non-depository current—and pre-1976 retrospective—Federal publications, in all formats, and is responsible for planning and implementing a Federal retrospective cataloging project. Catalogs library materials from other sections of the State Library as needed.
- Provides reference services to state employees, members of the public, and to other libraries. This service involves in-person, telephone, e-mail, and other online transactions.
- Under the lead of the Senior Librarian for California Documents, assists with technical aspects of the California state and local depository collections and programs.
- 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.

Librarian
Permanent/Full Time

PC # 2098

SLS/GPS
Final File Date: Open Until Filled

KNOWLEDGE AND ABILITIES:

- Experience with or knowledge of one or more integrated library systems.
- Experience with or knowledge of library technical services functions.
- Experience with or knowledge of the Superintendent of Documents (SuDoc) classification system, Machine Readable Cataloging (MARC) format, Anglo-American Cataloging Rules, Library of Congress Rule Interpretations, LC subject headings and LC subject heading practice, and the OCLC cataloging system.
- Experience with or knowledge of the laws, regulations, and structure of the FDLP.
- Experience in providing reference services.

INTERPERSONAL SKILLS:

- Ability to communicate thoughts clearly, orally and in writing.
- Ability to work independently and cooperatively to accomplish strategic objectives.

WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:

WORK ENVIRONMENT

- Uses a PC for extended periods of time.
- Is able to be a member of a team providing public reference service during normal library business hours of 9:30 AM-4:00 PM, Monday through Friday.
- Manages various customer needs while answering questions in person, on the telephone, and through e-mail and other electronic means.
- Provides customer service to a diverse community.
- Work assignments may involve travel to alternative locations, depending on operational needs.

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 and heavy 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.
- Ability to turn handles on compact shelving units filled with library materials.

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 application drop box located 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