

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/ WITKIN STATE LAW LIBRARY</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 Principal Librarian, the incumbent in this position is the Law Library liaison to Technical Services and the Government Publications Section, and is responsible for law collection maintenance. The incumbent also provides legal and general reference assistance to patrons. The incumbent is a member of the State Library content development and content management team.

DUTIES:

- **Technical Services and Government Publications.** Serves as primary liaison to the Technical Services Dept. and to the Government Publications Section. Serves as a resource person to Cataloging, helping to provide access to the collection and enhancing bibliographic description and control. Serves as a resource person to Acquisitions (and particularly Law Serials) for the acquisition and recordation of legal information sources. Participates in the selection/placement of depository items in Law or Government Publications and liaisons with the Government Publications Section for the management of the Law Library's state and federal government depository collections.
- **Reference Services.** Delivers reference and information services by responding to patron inquiries received by the Law Library and other sections of the State Library. Performs bibliographic searches in the online catalog or in other online or hardcopy databases; consults reference resources in online or hardcopy formats, including published secondary legal authorities, and recommends appropriate publications for patron use; and makes referrals, as appropriate, to other CSL public services sections, other libraries, or Internet resources.
- **Collection Development, Management and Maintenance.** Serves as a resource to Law Library technical and clerical staff in their performance of collection management and maintenance duties. Analyzes bibliographic and physical arrangement of the collection, recommending changes as needed to the Principal Librarian. Participates in the selection and cancellation of commercially published law resources. Prepares lists of cancelled materials for distribution to users and CSL staff. Performs collection development, management and maintenance for other State Library collections, as needed. Until June 2013, planning and accomplishing collection relocation back to the historic building will increase the percentage of time spent on the physical arrangement of the collection.

Librarian
Permanent/Full Time

PC # 2160

SLS/Law
Final File Date: Open Until Filled

- **Special Projects and Assignments.** Prepares bibliographies and other finding aids for Law Library patrons and staff. 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 Principal Librarian, 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 with or knowledge of library technical services functions.
- Experience with or knowledge of Machine Readable Cataloging (MARC) format, Library of Congress (LC) classification, LC subject headings and practice, and the OCLC cataloging system.
- Experience with or knowledge of one or more integrated library systems.
- Knowledge of the principles of library collection development and management.
- Knowledge of the Federal and California legal systems.
- Experience providing reference services.
- Knowledge of legal and other reference resources and research methods.
- Knowledge of computers and various standard software programs.
- Ability to prioritize assignments and work independently to accomplish tasks.

INTERPERSONAL SKILLS:

- Work both independently and in a team environment.
- Communicate thoughts courteously, respectfully, and sensitively, both orally and in writing.
- Ability to work cooperatively with staff at all levels within CSL.
- Maintain good relations with the public and library staff.
- Exhibit a positive, professional and friendly service approach while dealing with staff and patrons.
- Ability to effectively manage work and communication with staff and patrons under sometimes stressful situations.
- Maintain regular, consistent, predictable attendance.
- Exercise good judgment.
- Ability to evaluate situations accurately and take effective action.

WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:

WORK ENVIRONMENT

- Effectively communicate with various clients while staffing the public desk during assigned shifts.
- Deal with a diverse community and exposure to aggressive clientele or adversarial conditions.
- Work on a PC for extended periods of time, move a book truck up to 30 lbs and turn handles on compact shelving units filled with library materials.
- Work a schedule aligned with normal business hours of public services desk operations, 9:30 am – 4:00 pm. In the absence of other staff or to meet task deadlines, flexibility in hours is required.
- Work in multiple locations, including off-site locations, depending on operational needs.

PHYSICAL ABILITIES

- Sit for extended periods of time, at public services desk and/or working on pc.
- Operate a keyboard, mouse and barcode wand, microfiche/microfilm machines.
- Handle large, heavy and awkwardly-sized 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