



JOB OPPORTUNITY

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

CLASSIFICATION: *LIBRARIAN*

TENURE/TIME BASE: *PERMANENT/FULL TIME*

BUREAU/SECTION: *STATE LIBRARY SERVICES/GOVERNMENT PUBLICATIONS SECTION*

SALARY: *\$4195 - \$5097*
(Salary will be adjusted accordingly to comply with the furlough program)

SUMMARY: Under the supervision of the Supervising Librarian II and under the lead of the Senior Librarian for California Documents, the incumbent catalogs California state and local agency publications, assists with the California and Federal depository programs, and provides reference service to California State Library patrons. The incumbent is a member of the State Library content development and management team.

DUTIES

- Adhering to Anglo-American Cataloging Rules and to Online Computer Library Center (OCLC) cataloging standards, performs original and copy cataloging of current and retrospective California state and California local agency (city, county, special district) publications; adds electronic state and local documents to online archives; assigns classification numbers according to the CALDOC classification system; prepares authority records for new headings according to Name Authority Component (NACO) standards. Catalogs library materials from other sections of the State Library as needed.
- Under the lead of the Senior Librarian for California Documents, assists with the acquisition of California state and California local agency publications and collection management; reviews disposal lists from California depository libraries.
- Under the lead of the Senior Librarians for Federal and California Documents, assists with technical aspects of the Federal and California depository programs.
- Provides reference service to state employees, members of the public, and to other libraries. This service involves in-person, telephone, e-mail, and other online transactions.
- 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:

- Experience with, or knowledge of, library technical services functions.
- Experience with, or knowledge of, Machine Readable Cataloging (MARC) format, Anglo-American Cataloging Rules, Library of Congress Rule Interpretations, LC subject headings and LC subject heading practice, and OCLC.
- Experience in providing reference services.
- Experience with, or knowledge of, depository library operations, including collection management.
- Ability to interpret complex guidelines and correctly apply them.
- Ability to analyze data.
- Ability to prioritize assignments.
- Possess well developed interpretive reading skills.
- Possess a well developed attention to detail.

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