



JOB OPPORTUNITY

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

<u>CLASSIFICATION:</u>	<i>SENIOR 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>\$4561 - \$5541</i> <i>(Salary will be adjusted accordingly to comply with the furlough program)</i>

SUMMARY: Under the supervision of the Supervising Librarian II, the incumbent coordinates all aspects of the State Library's participation in the Federal Depository Library Program (FDLP), serves as the FDLP Regional Librarian for the state of California, assigns work and is team lead to librarians and support staff of the Federal Depository program, catalogs Federal publications, and provides reference service to State Library patrons.

DUTIES:

- **Federal Depository Library Program Regional Librarian:** The incumbent coordinates the State Library's participation in the Federal Depository Library Program (FDLP) and serves as the FDLP Regional Librarian for 80 selective federal depositories in the state of California. In this role, the incumbent consults with and provides guidance to selective Federal depositories in the state, and conducts regional FDLP planning activities to ensure that California residents have free and equal access to government information. The incumbent attends sub-regional meetings with selective Federal depositories, visits individual selective Federal depositories, communicates with the U.S. Government Printing Office (GPO), and ensures the integrity of the State Library's regional collection, following federal law and GPO regulations. The incumbent assigns work and is team lead to librarians and support staff of the State Library's Federal program, including assigning Federal selective depository disposal lists for staff review and coordinating the processing of claimed materials from disposal lists.
- **Cataloging and Bibliographic Database Maintenance:** Coordinates the loading and quality-control checking of weekly files of outsourced Federal bibliographic records. Catalogs non-depository current—and pre-1976 retrospective—Federal publications, in all formats, and coordinates the planning and implementation of the Federal retrospective cataloging project.
- **Reference Services:** 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.
- **Committees and Special Projects:** 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 the laws, regulations, and structure of the FDLP.
- Experience with or knowledge of the obligations and duties of Regional FDLP depository libraries.
- Experience with 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 in providing reference services to varied and diverse populations.
- Experience with or knowledge of the skills necessary for effective team leadership.

INTERPERSONAL SKILLS:

- Communicate clearly, courteously, respectfully, and sensitively, both orally and in writing.
- Work both independently and cooperatively, in a team environment, to accomplish strategic objectives.
- Work cooperatively with staff at all levels within the California State Library.
- Exhibit a positive, professional and friendly service approach while dealing with a diverse staff and patrons.
- Ability to effectively work and communicate with staff and patrons under sometimes stressful situations.

WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:

WORK ENVIRONMENT

- Uses a PC for extended periods of time.
- 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 in person, on the telephone, and through e-mail and other electronic means.
- Work assignments will involve travel to locations outside of Sacramento.

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