



March 6, 2015

## JOB OPPORTUNITY

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

<b><u>CLASSIFICATION:</u></b>	<b><i>LIBRARIAN</i></b>
<b><u>TENURE/TIME BASE:</u></b>	<b><i>PERMANENT/FULL TIME</i></b>
<b><u>BUREAU/SECTION:</u></b>	<b><i>STATE LIBRARY SERVICES/INFORMATION SERVICES SECTION</i></b>
<b><u>SALARY:</u></b>	<b><i>\$4279 - \$5355 per month</i></b>

**SUMMARY:** Under the general supervision of the Supervising Librarian II, the incumbent provides reference, training, and outreach services; advises library patrons in the use of library resources; develops CSL research guides; participates in the selection and maintenance of CSL's physical and electronic collections; makes training presentations to library visitors and outside groups; and is the primary liaison between the Information Services Section and the Technical Services Section.

### **DUTIES:**

- Reference, Training and Outreach Services. Guided by the principles of excellent customer service, provides expert reference services, in a broad range of subject areas, to state employees, members of the public, and to other libraries. These services comprise in-person, telephone, e-mail, and other online reference transactions. Makes information referrals to other library sections and external library sources, when needed. Provides information about the library's policies and procedures. Trains library patrons in the use of library resources and services and in advanced research methods. Provides guidance and assistance to paraprofessional staff in locating information and materials requested by library patrons, as well as assisting with oversight of patron registration and maintenance of patron records. Develops library research guides in a broad array of topical areas. Assists in coordinating outreach services to California state employees, state agency librarians, non-governmental groups, and California libraries.
- Collection Development, Management and Maintenance. Participates in the selection of new acquisitions for CSL's physical and electronic collections. Keeps abreast of new publications, in a wide variety of subject areas, by reading book reviews and publishers' catalogs. Reviews gift materials and determines whether they should be added to the collections. Is part of a team of librarians that manages existing collections, following CSL's collection development policy and library professional standards. Serves as the Section's primary liaison with the Technical Services Section regarding collection purchases, standing orders, and bibliographic control of the collections.

- Collection Storage, Maintenance, and Preservation. Participates in the analysis of collection storage space and stack maintenance. Provides guidance and assistance to paraprofessional staff in optimizing collection stack space and in periodic collection shifting projects. Coordinates collection shelf-reading. In accordance with modern, scientific principles of library materials preservation, assists with ensuring the long-term preservation of the library's physical collections.
- Miscellaneous. Participates in State Library study groups and serves on State Library committees, especially the committees implementing the Library's strategic plan. Contributes to research and reports as requested by the Section's Supervising Librarian, the Chief of State Library Services, and the State Librarian's Office.

**DESIRABLE QUALIFICATIONS:**

- Knowledge of the theories, trends and best practices of professional librarianship.
- Knowledge of the theories, trends, and best practices of library reference services.
- Knowledge of the principles of effective collection development and collection management.
- Knowledge of the principles of library materials preservation, in all formats.
- Communicate courteously and tactfully.
- Maintains positive relationships with patrons, library staff, volunteers, and student workers.
- Works effectively with colleagues who have diverse backgrounds, personalities, and approaches to work.
- Works effectively with patrons who have diverse backgrounds and personalities.
- Treats all patrons and staff with courtesy and consideration.
- Listens carefully to patron requests, asking open questions when necessary.
- Familiar with, and demonstrates a strong commitment to, the library's mission, vision, and values.

**APPLICATION PROCESS:**

Interested individuals who are current state employees with status in the above classification or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification are eligible to apply. All methods of appointments, including Training and Development (T&D) Assignments will be considered and a 120-day candidate pool will be established for subsequent vacancies.

All interested applicants must submit a standard State Examination/Employment Application form (STD 678, Rev. 10/2013) with original signature, and must clearly indicate the basis of their eligibility (list, transfer, or reinstatement, [**do not** notate LEAP eligibility]) in the "Explanations" section of the STD 678 (STD 678) 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 HRSO Drop Box, Library Building, 900 N Street, First Floor. The STD 678 can be accessed through the CalHR website at [www.CalHR.ca.gov](http://www.CalHR.ca.gov).

SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or class title you wish to review. In addition, please attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application.

Applications will be screened and only the most qualified applicants will be considered for an interview.

**The final filing date is March 20, 2015.**

## **EQUAL OPPORTUNITY EMPLOYER**

The State of California and the California State Library is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions) and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.