



March 6, 2015

JOB OPPORTUNITY

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

<u>CLASSIFICATION:</u>	<i>LIBRARY TECHNICAL ASSISTANT I</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>\$2826 - \$3539 per month</i>

SUMMARY: Under the supervision of the Chief of State Library Services and under the lead of the two Senior Librarians for Federal and California Documents, the incumbent performs technical processing for Federal Depository Library Program (FDLP) documents, assists with the operations of the Federal and California depository programs, and provides services to California state employees, members of the public, and to other libraries.

DUTIES:

- Under the lead of the Senior Librarian for Federal Documents, processes FDLP and non-depository Federal publications; accessions serial issues using the acquisitions module of the library's integrated library system (ALEPH); creates holdings and item records for publications; updates bibliographic records; processes and tracks depository claims; processes depository disposal lists; creates shelf list cards for the U.S. shelf list; keeps statistics of materials handled.
- Provides services to state employees, members of the public, and to other libraries. These services involve in-person, telephone, e-mail, and other online transactions. Services include, but are not limited to: orienting patrons to the information products of the California State Library; triaging incoming reference/information questions, answering simple to moderately-difficult questions and referring complex research questions to librarians; verifying the eligibility of patrons for various library services and database access; creating and revising patron registration records; charging, discharging, and renewing library materials, following library policies; preparing documentation for billing patrons and libraries for lost materials; assisting patrons with library equipment such as computers, printers, and scanners; and communicating library policies and procedures. Monitors incoming requests for library materials and fills these requests in a timely manner.
- Shelves library materials, keeping library stacks in order; reads shelves as needed to ensure books are arranged in correct call number order; shifts materials in the stacks to accommodate growth; retrieves materials from the library stacks to fill patron requests; discards superseded library materials; barcodes materials as assigned; performs loose-leaf filing and interfiling; scans materials and makes printed copies, as needed, for document delivery purposes.
- 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 Government Publications Section's Senior Librarians, the Chief of State Library Services, and the State Librarian's Office.

DESIRABLE QUALIFICATIONS:

- Knowledge of the theories, trends and practices of library paraprofessional work.
- Basic knowledge of library classification systems, bibliographic records, holdings records, and item records.
- Knowledge of computer operating systems and standard office software programs.
- Ability to communicate courteously, tactfully and effectively.
- 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.

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.