



March 20, 2013

JOB OPPORTUNITY

If you are seeking a challenging position, we have the ideal job for you.

<u>CLASSIFICATION:</u>	LIBRARY PROGRAMS CONSULTANT (There may be a possibility of 2 positions being filled)
<u>TENURE/TIME BASE:</u>	PERMANENT FULL TIME
<u>BUREAU:</u>	LIBRARY DEVELOPMENT SERVICES
<u>MONTHLY SALARY:</u>	\$5724 - \$6954 (salary will be adjusted accordingly to comply with the furlough program)

SUMMARY: Under the direction of the Bureau Chief of Library Development Services (LDS), the incumbent is part of a team of consultants that provides advice and consultative services to libraries throughout the State. The main function is the development and coordination of statewide library programs. This work involves recommendations for funding, monitoring grants, review of program results, and developing new programs. There is also a constant need to review, analyze, and interpret applicable State and Federal regulations and conduct studies and do research regarding the planning, evaluation, and administration of new programs.

DUTIES:

- Works with a variety of libraries in different communities
- Explores potential partnerships with a wide range of public and private organizations.
- Analyzes current programs in public libraries and identifies trends and opportunities.
- Assists public libraries in organizing the community and works with local officials to examine and implement planning techniques.
- Designs programs and training events for public libraries to develop relevant services that are responsive to the needs of their communities.
- Plans, monitors, and develops statewide projects and policy for all aspects of services.
- Develop the nature and scope of programs, personnel requirements, outputs, outcomes, budget and evaluation methodology.
- Monitors grant projects awarded to libraries and makes site visits and evaluations as needed.
- Participates in the grant writing, review and award process, offer advice and assistance to libraries as needed and act as liaison to a Cooperative Library System.
- Forms partnerships with professional organizations and their programs to bring additional resources to California libraries and the communities they serve.

DESIRABLE QUALIFICATIONS:

- Communicate thoughts clearly, orally, and in writing
- Learn program content and apply knowledge to job assignments
- Evaluate problems and follow through to workable solutions
- Exhibit a positive and friendly service approach when dealing with customers
- Work on multiple projects simultaneously and be flexible
- Work at a varying level of complexity of duties
- Work in high-performance, stress environment
- Work effectively as a member of a team

KNOWLEDGE AND EXPERIENCE:

Knowledge of:

- The Bureau's mission, goals, policies and programs
- Economic and social trends and how they relate to library services and programs
- Modern library methods, trends, and terminology
- Library service patterns and library subject specialties
- Community organizations, public relations channels, and survey techniques
- Grant administration practices
- Computer equipment and applications necessary to accomplish work assignments
- Principles and practices of professional library work

Ability to:

- Evaluate situations accurately and take effective action
- Work cooperatively with library co-workers, management, and external clientele
- Develop and implement long range goals and objectives in a productive and efficient manner
- Work independently and under pressure in response to changing needs
- Manifest a service-oriented attitude, commitment to problem solving and willingness to improve procedures
- Provide skilled leadership in assigned program areas

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 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" and the position number or Position Control (PC) number on the standard application form (STD 678). Applications will be accepted until April 3, 2013. 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