

SHADED AREA FOR HUMAN RESOURCES ONLY

		DATE	H.R. APPROVAL <u>KL</u>
PC # 5004		POSITION NUMBER (Agency - Unit - Class - Serial) 175- 107-2944-001	
BUREAU SECTION Preservation		CLASS TITLE Supervising Librarian I	
WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m.		INCUMBENT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS			
Under the supervision of the State Librarian, the Supervising Librarian I manages and coordinates preservation policies and strategies for the California State Library. The incumbent supervises both the print and digital activities of the State Library's Preservation Unit and acts as the library's liaison to other public or private entities in joint preservation activities, such as digitization or exhibition. Duties include, but are not limited to, the following:			
40%	<p>ESSENTIAL FUNCTIONS:</p> <p>SUPERVISION Provides functional supervision and manages staff through day-to-day operations. Plans, directs, assigns, evaluates, and reviews work of assigned staff. Ensures proper and timely handling of preservation-related workload. Provides expertise, training, guidance, and assistance to subordinate staff; identifies potential problem areas and provides alternative recommendations to staff.</p> <p>Supervises both the print and digital activities of the State Library's Preservation Unit, facilitating the flow of materials from various sections of the library. Formulates the library's Preservation budget and is responsible for its implementation.</p>		
40%	<p>COLLECTION PRESERVATION Acts as technical expert and advisor to the State Librarian, Deputy State Librarian, Bureau Chiefs, CSL managers and supervisors on complex, technical, and sensitive preservation issues and efforts.</p> <p>Proposes and coordinates preservation policies and strategies for the California State Library and its satellite branch, including, but not limited to acquisition and digitization priorities, and the ongoing care, storage and display of existing collections, including onsite and offsite exhibitions.</p> <p>Regularly evaluates the condition of the library's collections to ensure the highest levels of protection feasible and recommends improvements when needed. Helps coordinate the development and implementation of a robust disaster preparedness plan and on a regular basis, collaboratively assists in analyzing, and if necessary, revising this plan.</p>		

15% Establishes best preservation practices and training/educating line librarians to protect collections in order to avoid more costly remedial actions.
Represents the State Librarian on various preservation related task forces within CSL, the public, and other libraries.

MARGINAL FUNCTIONS:

5% Provides and/or coordinates preservation assessment surveys of the collection; maintains statistics, and compiles narrative statistical reports as needed.

SUPERVISION RECEIVED The Supervising Librarian I reports directly to the State Librarian.

SUPERVISION EXERCISED – The incumbent supervises the Preservation Staff, which include two (2) Digital Composition Specialists I and two (2) Document Preservation Technicians.

ADMINISTRATIVE RESPONSIBILITY – Supervises, evaluates, develops and mentors the activities of staff in the provision of collection care, conservation, and digitation.

PERSONAL CONTACTS – Interacts and collaborates with California State Library managers and employees in various preservation efforts. Acts as the library's principal liaison to other public or private entities in joint activities, such as digitization or exhibition.

ACTIONS AND CONSEQUENCES – Inadequate performance of duties by the incumbent could result in damage and/or loss of fragile and irreplaceable items from the collection. Such a loss would result in accompanying financial and time, loss as well as immeasurable loss in historically important items significant to the heritage of California. The consequences of poor performance could be significant and devastating.

FUNCTIONAL REQUIREMENTS -

No specific physical requirements are present: the incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone (90%) is essential. Sitting and standing requirements are consistent with office work. Computer work is not typically heavy or repetitive. Special physical requirements: light (<20 lbs.) lifting of materials; filing responsibilities that require bending, stooping or stretching (<5%), and using a cart to move examination materials. Incumbent is expected to travel occasionally (<5%), when necessary to meet with representatives of other public or private entities.

OTHER INFORMATION – Knowledge of or experience with issues related to digital formats and media as well as non-print media preservation, with an emphasis on photographic materials are desirable qualifications for this position.

JOB DESCRIPTION (6/08)

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)</p>		
EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE