

**SHADED AREA FOR HUMAN RESOURCES ONLY**

		DATE February 28, 2017	H.R. APPROVAL EC
PC # 2087	POSITION NUMBER (Agency - Unit - Class - Serial) 175-601-4988-101		
BUREAU SECTION Executive	CLASS TITLE Deputy State Librarian		
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	INCUMBENT Vacant		
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (STATE LIBRARY) 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 general direction of the State Librarian, the Deputy State Librarian is a key member of the Library's executive management team. The Deputy State Librarian ensures that the State Librarian's goals and objectives are translated into operational plans and activities in concert with the five bureaus of the State Library, Administrative Services, California Research Bureau, Information Technology Bureau, Library Development Services and State Library Services. The incumbent will act as State Librarian in his/her absence.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
	<b>ESSENTIAL FUNCTIONS:</b>		
<b>50%</b>	<p><b>Management</b>  Ensures that the State Library functions are executed in conformance and compliance with approved policy and are consistent with statutory requirements of the California State Library and the State of California.</p> <p>Oversees and directs program evaluation and development, problem solving and team building. Formulates program alternatives and coordinates program initiative development and implementation.</p> <p>Through and with the assistance of Bureau Chiefs, plans, organizes and directs the work of multi-disciplinary professional and administrative staff.</p>		
<b>25%</b>	<p><b>Planning and Policy Development</b>  Advises the State Librarian on new initiatives, major statewide library program directions and major fiscal policy issues.</p> <p>Considers and articulates the role of state-level library services and policy development in all plans and actions. Provides a focus in the knowledge of information policy and service trends impacting all types of libraries.</p>		
<b>15%</b>	<p><b>Representation</b>  Communicates through strong written and verbal skills; negotiates programs and activities on behalf of the State Library; represents the State effectively with a variety of state and non-state organizations.</p>		
<b>10%</b>	<p>Deals directly with the Executive and Legislative Branches, legislative advocates and various departments of State Government to promote the State Library and its services throughout the State.</p> <p>Represents the State Librarian throughout the state and nation and may be required to travel frequently.</p>		

**KNOWLEDGE AND ABILITIES:**

- Understanding the role of state-level library services and policy development.
- In-depth knowledge of information policy and service trends impacting all types of libraries.
- Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff.
- Expertise in program development and evaluation, problem-solving and team-building

**INTERPERSONAL SKILLS**

- Demonstrated record of leadership and excellence.
- Strong negotiating skills.
- Ability to represent the State effectively with a variety of state and non-state organizations.

**DESIRABLE QUALIFICATIONS**

A Master's Degree in Library or Information Science from a college or university accredited by the American Library Association is strongly desired as well as 8-10 years of supervisory experience, with 3-5 years of managerial experience in a complex library setting. Demonstrated record of leadership and excellence. Ability to integrate emerging technologies with traditional library resources. In-depth knowledge of information policy and service trends impacting all types of libraries. Understanding of the role of the state-level library services and policy development. Demonstrated ability to communicate with others shown by strong written and verbal skills; strong negotiating skills; and the ability to represent the State effectively with a variety of state and non-state organizations. Demonstrated ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff. Expertise in program development and evaluation, problem-solving and team-building.

**WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:**

**WORK ENVIRONMENT**

- Ability to work in a climate-controlled office environment.
- Ability and willingness to work extended hours when circumstances require.
- Ability to maintain a professional appearance and adhere to a dress requirement of appropriate business attire.

**PHYSICAL ABILITIES**

- Ability to stand and/or sit for extended periods of time.
- Ability to use fine motor skills for computer or office machine use.

*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
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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.)

EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE
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