

SHADED AREA FOR HUMAN RESOURCES ONLY

		DATE 5/1/2017	H.R. APPROVAL EC
PC # 2225	POSITION NUMBER (Agency - Unit - Class - Serial) 175-106-2917-001		
BUREAU SECTION State Library Services / Witkin State Law Library & Government Publications Section	CLASS TITLE Principal Librarian		
WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m.	INCUMBENT Vacant		
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 general direction of the Chief of State Library Services Bureau (SLS), the incumbent plans, organizes and directs the activities of the Witkin State Law Library and the Government Publications Section (GPS), directly and indirectly supervises Law Library and GPS employees; plans, organizes and directs the support the Law Library provides to other law libraries, the California legal community, public libraries, and members of the public; responsible for the overall selection, organization, access to and preservation of government information at the California State Library.			
% 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.		
60%	ESSENTIAL FUNCTIONS: Plans, organizes, and directs the activities of the Witkin State Law Library and Government Publications Section. In coordination with the Chief of State Library Services, develops and implements policies, procedures, staffing assignments, programs and services. Selects, trains, mentors, supervises, and evaluates Law Library and Government Publications Section staff. Prepares budget estimates, proposes budget allocations, administers and tracks expenditures, monitors the Law Library special fund, writes budget justifications, and prepares Budget Change Proposals. Monitors workflows and analyzes statistical reports in order to ensure efficient operations. Prepares or delegates to staff the creation of statistical, analytical, and strategic reports.		
20%	Plans and coordinates Law Library activities designed to support other California law libraries, especially those within California state government, California county law libraries, and California state government legal research units. This support may include, but is not limited to: site visits, collection consultation and advice, training opportunities, seminars, Webinars, and development of guides to legal research. Develops basic legal reference training opportunities for public librarians using InfoPeople Webinars or similar and/or via attendance at the annual meeting of the California Library Association. Participates in activities and programs of professional legal associations and the legal community. Participates in meetings and serves on committees. Gives group orientations and informational seminars. Ensures that the Law Library's reference services and that the collections of the State Library are available to other law libraries and to the California legal community. Serves as the Federal Depository Library Program (FDLP) Regional Librarian for the state of California; consults with California's 83 FDLP selective depositories and is liaison between the U.S. Government Printing Office and those 83 selective depositories; develops plans and policies to ensure equal access, for any member of the public, to depository library services in the state of California.		

10%	Administers the Law Library acquisitions budget. Selects Law Library acquisitions, including continuations and journal subscriptions, and ensures they are in accord with the California State Library's collection development policy. Oversees Law Library collection management and materials preservation. Gathers electronic database usage statistics and conducts electronic database surveys to ensure the adequacy and appropriateness of subscriptions. Administers the Government Publications Section's acquisitions budget for government information; selects commercially published print, microform, and electronic materials and reference tools needed to supplement depository collections and promote service delivery. Oversees the California State Library's participation in the FDLP and the U.S. Patent and Trademark Office (USPTO) Depository Library Program and oversees the acquisition, cataloging, preservation and accessibility of California state documents under the California Library Distribution Act (LDA) Program.
5%	Oversees Law Library and Government Publications Section public services. Assists staff with complex, difficult reference and research work. Provides direction and guidelines on the circulation of materials, including interlibrary lending and borrowing, as well as service to prison libraries.
	MARGINAL FUNCTIONS:
5%	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 Chief of State Library Services and the State Librarian's Office.

KNOWLEDGE AND ABILITIES:

- Advanced knowledge of: the theories, practices, and trends of professional librarianship, U.S. and California legal systems, Federal Depository Library Program & U.S. Patent and Trademark Depository Library Program.
- Knowledge of: legal research methodology and legal research tools, overall role of acquisition, cataloging, preservation, and accessibility of California State documents, including the Library Distribution (LDA) Program, theories, practices, and trends of modern library reference services, as well as experience providing complex legal reference services, California State civil service laws, regulations, procedures, and guidelines, bargaining unit contracts that cover the employees the incumbent supervises, theories, practices, and trends of effective employee supervision, California governmental budgeting practice, library collection development and collection management theory and practice, computer operating systems and standard office software programs, or experience with, virtual learning environments and platforms, Web-based communication tools, and Web conferencing software, or experience with, developing synchronous and asynchronous online training opportunities, or experience with, organizing and developing in-person seminars and orientations.
- Basic knowledge of library cataloging, classification, and Library of Congress subject heading practice.
- Ability to: give tours and public presentations, maintain good relations with the public and library staff, evaluate situations accurately and take effective action, using analytical thinking and attention to detail, and, construct surveys and to critically analyze statistical data.

SUPERVISION RECEIVED - The Principal Librarian reports directly to and is supervised by the Chief of the State Library Services Bureau.

SUPERVISION EXERCISED – Directly supervises two (2) Senior Librarians, five (5) Librarians and one (1) Library Technical Assistant II, four (4) Library Technical Assistant I and indirectly supervises two (2) Library Technical Assistant I, volunteers and student interns.

ADMINISTRATIVE RESPONSIBILITY – In addition to the supervisory responsibilities detailed above, the incumbent assists the State Library Services Bureau Chief in developing policies and procedures.

PERSONAL CONTACTS – The Principal Librarian has daily contact with the employees, volunteers and student interns who work at the Library, as well as with the patrons who use the Library. There are numerous personal contacts with the supervisors and employees of other State Library sections and bureaus, including the Human Resources Services Office. The incumbent has frequent contact with California Law libraries, California state government, and California state government legal research units. The incumbent also has intermittent contact with members of the State Library Executive Team. As a member of CSL’s supervisory team, the incumbent often has contacts that are sensitive in nature, requiring discretion and confidentiality.

ACTIONS AND CONSEQUENCES – Failure to perform effectively the duties of the position could result in substandard decision making, waste of state resources and inefficiency. Employer-employee relations could be damaged, resulting in civil service and union contract issues, as well as a decrease in staff morale and productivity. The image and functioning of the library could be damaged, leading to negative publicity and potential loss of programmatic support.

FUNCTIONAL REQUIREMENTS – Ability to sit for extended periods of time in public areas and in staff offices. With assistive technology, if necessary, ability to operate a personal computer for extended periods of time. Ability to: operate microfiche/microfilm machines, scanners, and standard office equipment, handle large, heavy, and awkward library books and other library materials, climb stack ladders and stoop to reach bottom shelves in the stacks, move book trucks holding up to 100 pounds of weight and lift up to 35 pounds, turn handles on compact shelving units filled with library materials. As a member of CSL’s management and supervision team providing management and supervisory services primarily during business hours of 8:00 AM – 5:00 PM, Monday through Friday, but (as FLSA-exempt employee) is also available for duty during other weekday hours and on weekends. Available for travel both within California and outside the state. Manages various customer needs while communicating with a diverse customer base through in-person meetings, telephone, through the library’s reference tracking software, Web conferencing, and other electronic means.

OTHER INFORMATION – Incumbent must possess excellent communication skills when speaking or writing, including speaking before audiences. Maintain positive relationships with patrons, library staff, volunteers, and student workers. Handle multiple assignments and meet deadlines. Foster a collaborative and cooperative team-building atmosphere at all times and be responsive to the needs of the State Library Services Bureau and the Library’s Executive Team.

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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