

# Job Opportunity

## Principal Librarian

One (1) Position Available

Posting Date: May 18, 2017

### THIS MAY BE THE JOB FOR YOU!

The California State Library is a small and dynamic state agency that is looking for employees who are interested in challenging but rewarding job opportunities. Our State Library Services Bureau (SLS), Witkin Law Library and Government Publications Section (GPS) is seeking an enthusiastic and motivated individual for a Principal Librarian position. Under the general direction of the Chief, State Library Services, the incumbent plans, organizes and directs the activities of the Witkin State 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.

### DESIRABLE QUALIFICATIONS

- 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.

### Application Process

#### Establish Eligibility:

Current state employees with a status as a Principal Librarian 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.

If you are not currently on the Principal Librarian exam list, you may take the exam here:

[Principal Librarian Examination Instructions and Forms](#)

#### Apply for the Position:

Complete a standard state examination [Employment Application Form - STD678](#) with original signature and clearly indicate the basis of eligibility (list, transfer, or reinstatement, [do not notate LEAP eligibility]) in the "Explanations" section of the STD 678, and

- Attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application
- Mail or deliver your completed application to the California State Library:

Mail: Human Resources Services Office, PO Box 942837, Sacramento, CA 942837

or

In Person: HRSO Drop Box CSL Annex, 900 N Street, 1<sup>st</sup> Floor Drop Box

or

Electronic application (through your CalCareer Account) <https://jobs.ca.gov/>

#### Additional Information:

SRDA/Surplus candidates are encouraged to apply. Appointment is subject to SRDA/State surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants must meet the minimum qualifications of the classification. All methods of appointments, including Training & Development (T&D) Assignments will be considered and a 120 day candidate pool will be established for subsequent vacancies. [Principal Librarian Minimum Qualifications](#)

**This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.**

#### 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.

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.



California  
STATE LIBRARY  
FOUNDED 1850  
PRESERVING OUR HERITAGE. SHAPING OUR FUTURE

SLS

Law Library and GPS Section



▶ PC # 2225

▶ PERMANENT/FULL-TIME

▶ \$6234-\$7803/MONTH

▶ FINAL FILE DATE:  
JUNE 2, 2017

Located across the street from the State Capitol, the Library and Courts Building II houses the Braille and Talking Book Library, California History Section and Special Collections, Preservation Office, Information Technology Bureau, California Research Bureau, Technical Services Branch, Library Development Services Bureau, and Administrative Services Bureau.

The State Library serves the people of California in several ways:

- It is the central reference and research library for state government and the Legislature.
- It provides non-partisan research to the Legislature and the Governor.
- It collects, preserves, generates and disseminates information ranging from California's priceless historical items to today's online texts.
- It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs, and services.

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