



September 24, 2015

## JOB OPPORTUNITY

If it's a challenging position you're looking for, we have the ideal job for you.

### AMENDED SUPERSEDES BULLETIN POSTED SEPTEMBER 1, 2015

**CLASSIFICATION:**            *LIBRARY PROGRAMS ADMINISTRATOR*

**TENURE/TIME BASE:**        *PERMANENT/FULL TIME*

**BUREAU/SECTION:**         *STATE LIBRARY SERVICES/ADMINISTRATION*

**SALARY:**                     *\$6650 - \$8328 per month*

**SUMMARY:** Under the general direction of the Chief of the State Library Services Bureau, the incumbent serves as the Assistant Chief of the Bureau.

#### **DUTIES:**

##### **Management and Supervision**

Serves as Assistant Chief of the State Library Services Bureau (SLS). Directly supervises the Principal Librarians, Supervising Librarians, and Staff Services Analyst of SLS, to ensure that the policies and procedures of the Bureau are effectively implemented by line supervisors at the section level.

##### **Policy Creation and Implementation**

Assists the SLS Bureau Chief in the research, development, drafting, and implementation of SLS policies and procedures. Researches the policies, procedures, and best practices of other state library agencies and other large research libraries for possible adaptation to serve California State Library needs. Recommends policy and procedure changes based on input from library patrons, SLS supervisors, and SLS line staff. Works with SLS supervisors to ensure SLS delivers accurate and responsive reference and customer service to State Library patrons. Assists the Bureau Chief in SLS needs assessments and the drafting of Budget Change Proposals.

##### **Collection Development and Preservation**

Assists the SLS Bureau Chief in the research, development, drafting, and implementation of effective and up-to-date collection policies for both tangible and electronic collections and databases. Assists the Bureau Chief in the development of effective collection preservation procedures for both tangible and electronic collections, adhering to commonly accepted scientific principles regarding the preservation of library collections.

##### **Digitization Initiatives**

Assists the SLS Bureau Chief in the research, development, drafting, and implementation of effective and up-to-date standards for digitization and in the selection and prioritization of materials to be digitized.

## **Procurement, Statistics, and Budgeting**

Ensures that procurement of goods and services for SLS is timely and in accordance with California state procurement rules and regulations. Oversees gathering, compilation, and analysis of SLS statistics, making sure that required statistical reports are accurate, complete, and filed in a timely manner. Assists the SLS Bureau Chief in monitoring budget allocations and expenditures to date, as well as developing fiscal year financial projections based on expenditure trends.

## **Miscellaneous**

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 SLS Bureau Chief and the State Librarian's Office. Gives tours and public presentations, as needed.

### **DESIRABLE QUALIFICATIONS:**

- Knowledge of the theories, trends and practices of library work.
- Knowledge of the theories, trends and practices of effective supervision in civil service.
- Knowledge of library classification systems, bibliographic records, holdings records, and item records.
- Knowledge of computer operating systems and standard office software programs.
- Ability to communicate courteously, tactfully and effectively.
- Maintains positive relationships with patrons, library staff, volunteers, and student workers.
- Works effectively with colleagues who have diverse backgrounds, personalities, and approaches to work.
- Works effectively with patrons who have diverse backgrounds and personalities.
- Treats all patrons and staff with courtesy and consideration.
- Listens carefully to patron requests, asking open questions when necessary.
- Familiar with, and demonstrates a strong commitment to, the library's mission, vision, and values.

### **APPLICATION PROCESS:**

Interested individuals who are current state employees with status in the above classification 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.

All methods of appointment, including Temporary Authorizations (TAU's) and Training and Development (T&D) Assignments will be considered, and a 120-day candidate pool will be established for subsequent vacancies.

All interested applicants must submit a standard State Examination/Employment Application form (STD 678, Rev. 10/2013) with original signature, and must clearly indicate the basis of their eligibility (list, transfer, or reinstatement, [**do not** notate LEAP eligibility]) in the "Explanations" section of the STD 678 (STD 678) 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 HRSO Drop Box, Library Building, 900 N Street, First Floor. The STD 678 can be accessed through the CalHR website at [www.CalHR.ca.gov](http://www.CalHR.ca.gov).

SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or class title you wish to review. In addition, please attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application.

Applications will be screened and only the most qualified applicants will be considered for an interview.

**The final filing date is extended to October 30, 2015.** This is an extension of the originally posted vacancy with an 8/31/15 final filing date. Applicants who applied prior to 8/31/15 need not reapply.

### **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.

It 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.