

SHADED AREA FOR HUMAN RESOURCES ONLY

		DATE 8/4/15	H.R. APPROVAL JP
PC # 2167		POSITION NUMBER (Agency - Unit - Class - Serial) 175-108-2917-001	
BUREAU SECTION State Library Services / Sutro Library		CLASS TITLE Principal Librarian	
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 general direction of the Chief of State Library Services (SLS), the incumbent supervises and directs the operations of the Sutro Library (a branch of the California State Library); manages and preserves the collection; plans and coordinates the delivery of reference and information services to Sutro Library patrons; and plans and implements Sutro Library outreach, marketing, and fund raising campaigns.			
% 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.		
30%	ESSENTIAL FUNCTIONS: Supervision and General Management Plans, organizes, directs, and evaluates the work of employees at the Sutro Library to ensure that the branch provides services that meet the needs of Sutro patrons. Selects, trains, supervises, and evaluates Sutro staff. Coordinates volunteers and student interns. In consultation with the SLS Bureau Chief, plans, administers, and monitors the Sutro budget, making adjustments to allocations when necessary to ensure adequate funding for ongoing functions and implementation of plans. Directs gathering of statistics and other output measures. Prepares reports as needed by the SLS Bureau Chief and other administrators. In consultation with the SLS Bureau Chief, develops and recommends new and revised Sutro Library policies and procedures. Assists in the development of Budget Change Proposals.		
30%	Collection Development and Preservation Oversees the Sutro Library's renowned special collections and develops policies and procedures to enhance the development, use, and preservation of Sutro's tangible and digital collections. Develops and maintains strong ties to rare book vendors and monitors rare book and genealogical sales offers. Directs collection development activities among Sutro staff, reviewing final purchase decisions. Coordinates Sutro collection development activities with the special collection development of other SLS sections (especially the California History Section) and with Technical Services Section staff responsible for acquisitions and cataloging. Works and consults with the Library's Preservation Unit to ensure that the branch's physical and digital collections are preserved according to established scientific principles of library preservation and that the branch's digitization efforts are coordinated with CSL's other digitization initiatives.		
20%	Outreach, Marketing, and Fund-Raising Initiatives With the assistance of the Library's Information Officers, develops and implements strategies for expanded use of Sutro resources. Coordinates on-site and off-site tours, orientations, and training sessions. Represents CSL and the Sutro branch to community organizations, genealogical societies, San Francisco State University academic programs and functions, non-profit organizations, and professional organizations. Maintains strong ties to existing Sutro Library donors and performs outreach to attract potential donors. Applies for grant funding. Works with the special collections staff of the San Francisco State University Library (SFSUL) to orient faculty, staff, and students to special collections that relate to university studies and research. Coordinates with SFSUL staff to participate in joint fundraising activities when appropriate.		

JOB DESCRIPTION (6/08)

15%	<p>Reference Service Planning and Implementation Plans and implements reference services that result in Sutro Library patrons finding the information they request. Assists Sutro librarians with the most difficult reference questions and oversees the reference service provided by the branch, including questions received in person, electronically, and on the telephone. Ensures that the Sutro Library provides excellent customer service to state government, to the faculty, students, and staff of San Francisco State University, to genealogical and local history researchers, to other libraries and librarians, and to the general public.</p>
	<p>MARGINAL FUNCTIONS:</p>
5%	<p>Miscellaneous Participates in State Library study groups and serves on State Library committees, especially the committees implementing the Library's strategic plan.</p>

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 Librarians and one Library Technical Assistant I (Supervising) and indirectly supervises one Office Assistant (Typing) as well as a large number of volunteers and student interns.

ADMINISTRATIVE RESPONSIBILITY - In addition to the supervisory responsibilities detailed above, the incumbent conducts assists the State Library Services Bureau Chief in developing reference and customer services policies, procedures, and guidelines, as well as collection development policies and preservation and digitization policies and procedures.

PERSONAL CONTACTS - The Principal Librarian has daily contact with the employees, volunteers, and student interns who work at the Sutro 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 faculty, students and staff of San Francisco State University. 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 Sutro Library's extensive special collections could suffer deterioration and damage. The Library's preservation efforts could be compromised. The image and functioning of the library could be damaged, leading to negative publicity and potential loss of programmatic support. Failure to maintain good relationships with rare book dealers and with current and potential donors could lead to an inability to purchase needed library materials and to loss of current and potential donations and bequests.

FUNCTIONAL REQUIREMENTS 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 is essential. Sitting and standing requirements are consistent with office work. Computer work is typically moderate (3-4 hours per day.) Occasional moving and filing of library materials weighing less than 20 pounds is required. Incumbent is expected to travel when necessary to attend conferences and off-site meetings and to visit donors and rare book dealers (5% of the time.)

OTHER INFORMATION - Incumbent must possess excellent communication skills, including speaking before audiences; excellent research skills; use good judgment in decision-making; exercise creativity and flexibility; manage time and library resources effectively; and be responsive to the needs of the State Library Services Bureau and the Library's Executive Team. Incumbent should have experience managing and curating special collections and should be familiar with the basic scientific principles of library materials preservation.

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
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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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