



August 3, 2015

JOB OPPORTUNITY

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

CLASSIFICATION: *SUPERVISING LIBRARIAN II*
TENURE/TIME BASE: *PERMANENT/FULL TIME*
BUREAU/SECTION: *STATE LIBRARY SERVICES/INFORMATION SERVICES SECTION*
SALARY: *\$5504 - \$6891 per month*

SUMMARY: Under the general direction of the Chief of State Library Services (SLS), the incumbent supervises the Information Services Section (ISS), manages the general collection, and is responsible for planning and coordinating the delivery of general reference and information services to state government, other libraries, and the general public.

DUTIES:

Section Supervision and Management

Plans, organizes, directs, and evaluates the work of employees in the Information Services Section (ISS) to ensure that the section provides services that meet the needs of CSL patrons. Selects, trains, supervises, and evaluates ISS staff. In consultation with the SLS Bureau Chief, plans, administers, and monitors the ISS 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 ISS policies and procedures. Assists in the development of Budget Change Proposals.

Reference Service Planning and Implementation

Plans and implements library reference services to CSL patrons. Assists ISS librarians with the most difficult reference questions and oversees the entire gamut of reference service provided by the Section, including questions received in person, electronically, and on the telephone. Ensures that ISS provides excellent customer service to state government, to other libraries and librarians, and to the general public.

Collection Development and Preservation

Oversees ISS collection development in the areas of both tangible and digital collections. Collects and analyzes statistics on subscription database usage and makes recommendations on database selection. Directs collection development activities among (IS) staff, reviewing final purchase decisions. Coordinates ISS collection development decisions with the decisions of other SLS sections and with Technical Services Section staff responsible for acquisitions and cataloging. Works and consults with the Library's Preservation Unit to ensure that the library's physical and digital collections are preserved according to established scientific principles of library preservation.

Outreach and Marketing Initiatives

With the assistance of other Library staff and the Library's Information Office, develops and implements strategies for expanded use of CSL resources. Works with other public services sections to develop marketing plans and to develop programs to promote use of services and collections among state government as well as special, academic, and public libraries and systems. Coordinates on-site and off-site orientation and training sessions for state employees and members of the public. Represents CSL at

meetings of state agencies, community organizations, non-profit organizations, and professional organizations.

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.

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 August 31, 2015.

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.