



December 30, 2013

JOB OPPORTUNITY

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

CLASSIFICATION: *PRINCIPAL LIBRARIAN*

TENURE/TIME BASE: *PERMANENT/FULL TIME*

BUREAU/SECTION: *SLS/WITKIN STATE LAW LIBRARY*

SALARY: *\$5788-\$7246*

SUMMARY: Under the general direction of the Chief of the State Library Services Bureau, the incumbent plans, organizes and directs the activities of the Witkin State Law Library; directly and indirectly supervises Law Library employees; and 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.

DUTIES:

- Plans, organizes and directs the activities of the Witkin State Law Library. 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 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 Law Library workflows and analyzes statistical reports in order to ensure efficient operations. Prepares or delegates to staff the creation of statistical, analytical, and strategic reports.
- Plans and coordinates Law Library activities designed to support other California law libraries, especially law libraries in the three branches of California state government, California county law libraries, and California state government legal research units. This support includes, but is not limited to: site visits, collection and electronic database 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 and 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.
- Selects Law Library tangible acquisitions, including continuations and journal subscriptions. Gathers electronic database usage statistics and conducts electronic database surveys to ensure the adequacy and appropriateness of electronic database subscriptions. Ensures that tangible acquisitions and database subscriptions are in accord with CSL's collection development policy. Coordinates collection development with other CSL collections that complement Law Library collection. Administers the Law Library acquisitions budget. Oversees Law Library collection management and materials preservation.

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

INTERPERSONAL SKILLS:

- Communicates clearly, tactfully, accurately, and effectively when speaking or writing.
- Maintains positive relationships with patrons, library staff, volunteers, and student workers and treats everyone with respect, tact, and impartiality.
- Handles multiple assignments and meets deadlines with a calm and positive attitude.
- Fosters a collaborative and cooperative team-building atmosphere at all times.

DESIRABLE QUALIFICATIONS:

- Possession of a Juris Doctor (JD) from an ABA-accredited law school.

PHYSICAL ABILITIES:

- Ability to sit for extended periods of time in public areas and in staff offices.
- With assistive technology, if necessary, ability to operate a PC for extended periods of time.
- Ability to operate microfiche/microfilm machines, scanners, and standard office equipment.
- Ability to handle large, heavy, and awkward library books and other library materials.
- Ability to climb stack ladders and stoop to reach bottom shelves in the stacks.
- Ability to move book trucks holding up to 100 pounds of weight and to lift up to 35 pounds.
- Ability to turn handles on compact shelving units filled with library materials.

WORK ENVIRONMENT:

- Uses a PC for extended periods of time in an office environment.
- Is a member of CSL's management and supervision team providing management and supervisory services primarily during normal library business hours of 8:00 AM-5:00 PM, Monday through Friday, but (as an 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.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application 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. **All applicants must clearly indicate the basis for their eligibility in "Examination(s) or Job Title(s) for which you are applying" on the standard application form (STD 678). All methods of appointment will be considered and 120 day candidate pool will be established for subsequent vacancies. Applications will be accepted until January 30, 2014. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY.** Applications will be screened and only the most qualified candidates will be interviewed.

EQUAL OPPORTUNITY EMPLOYER