



JOB OPPORTUNITY

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

CLASSIFICATION: ***LIBRARIAN***

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

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

SALARY: ***\$4195 - \$5250***

SUMMARY: Under the general direction of the Supervising Librarian II, this position is responsible for cataloging library materials for the California State Library (CSL) collections, with the majority of time spent on serials and integrating resources. Cataloging is done in the OCLC bibliographic utility and records are maintained in CSL's local ALEPH bibliographic database. The Serials and Integrating Resources Librarian serves as the primary cataloger of serials and integrating resources in the Catalog Unit and as a serials specialist for the Acquisitions Unit and other CSL sections.

DUTIES:

- Coordinates and performs serial and integrating resource control functions in CSL's ALEPH integrated library system, including searching, original and copy cataloging record creation, serials check-in, and claiming. Searches the OCLC bibliographic utility for bibliographic records. Creates original or modifies existing bibliographic, holding, and item records according to these established standards:
 - AACR2 description
 - Resource Description and Access (RDA)
 - CONSER Editing Guide and CONSER Cataloging Manual
 - Library of Congress name headings
 - Library of Congress subject headings
 - Library of Congress call numbers
 - MARC 21 bibliographic and holdings
 - OCLC guidelines
 - Local CSL guidelines
- Maintains bibliographic, holding, and item records. Adds web links for electronic documents to bibliographic records.
- Assists in the establishment of standards for serial and integrating resource cataloging at CSL. Participates in Catalog Unit projects, and training and support of CSL staff as needed. Assists CSL staff in solving issues such as serial check-in problems and errors, and claiming anomalies.
- Checks for errors and missing authority records in weekly additions of name and subject headings.

- Participates in Technical Services meetings and activities. Provides support for Technical Services software applications. Participates in State Library study groups and serves on State Library committees, especially the committees implementing the Library's strategic plan.

KNOWLEDGE AND ABILITIES:

- Experience with or knowledge of library cataloging and acquisitions, especially as they relate to library reference and information services.
- Experience with or knowledge of cataloging, particularly of serials and integrating resources, using the following standards: Anglo-American Cataloging Rules; Resource Description and Access (RDA); CONSER Editing Guide and CONSER Cataloging Manual; Library of Congress classification numbers; subject headings based on Library of Congress Subject Heading authorities; name headings based on the National Authority File; and encoding in the MARC format.
- Working knowledge of bibliographic utilities, online library systems (preferably Ex Libris' ALEPH), PCs using a wide range of application software, and Internet searching.
- Ability to prioritize assignments and work independently.
- Ability to evaluate situations accurately and take independent, effective action.
- Ability to interpret complex guidelines and correctly apply them.
- Ability to handle detailed instructions, rules, and workflows.
- Ability to utilize analytical thinking and to analyze data.
- Ability to work independently and flexibly in response to changing standards of bibliographic control.

INTERPERSONAL SKILLS:

- Ability to establish and maintain good working relationships with co-workers and managers.
- Ability to communicate effectively and work cooperatively with staff at all levels within CSL.
- Possess excellent oral and written communication skills.
- Ability to work both independently and in a team environment.
- Dependable and consistent attendance.

WORK ENVIRONMENT:

- Works in a multi-employee professional office workspace with individual cubicles.
- Uses a PC for extended periods of time.

PHYSICAL ABILITIES:

- With assistive technology, if necessary, ability to operate a PC for extended periods of time.
- Ability to sit for extended periods of time in staff offices.
- Ability to handle large, heavy, and awkward library books and other library materials, placing them on shelves and book trucks.
- Ability to turn compact shelving handles, 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.

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 Human Resources Service Office, Library & Courts Building II, 900 N Street, Sacramento. **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). Applications will be accepted until filled. 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