



October 26, 2015

JOB OPPORTUNITY

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

CLASSIFICATION: **OFFICE TECHNICIAN (T)**
TENURE/TIME BASE: **PERMANENT/FULL TIME**
BUREAU/SECTION: **LIBRARY DEVELOPMENT SERVICES**
SALARY: **\$2809 - \$3515 per month**

SUMMARY: Under the general direction of the Library Development Services (LDS) Bureau Chief, the Office Technician (T) (OT(T)) supports the Associate Government Program Analyst (AGPA) in preparing, developing and reporting components of the federal Library Services Technology Act (LSTA). The OT (T) is also responsible for providing clerical support to the LDS Bureau Chief and staff.

DUTIES:

Assists AGPA daily with LSTA grant application intake processing functions including but not limited to pre-grant award process, grants management, and post grant support and public awareness support. Supports AGPA in preparing for each phase of different grant cycles through planning, development, compliance and distribution of grant materials, timeline and website updates. Assists in performing preliminary compliance review of all submitted applications including identification of potentially unallowable cost. Responsible for performing comparable reviews to ensure accuracy of narrative and statistical summaries. Receives proposals and applies proper check-in process, including verification of number of copies, signature and CIPA form; enters application in database and reviews applications for statistical accuracy. Merges award letters from master database spreadsheet and obtains signature from State Librarian. Reviews grant augmentations and updates master list as grants are augmented, noting the date augmentation and approval letters are mailed, makes appropriate number of copies and distributes to staff and grantees accordingly. Assists in ongoing monitoring, fiscal control, and progress appraisal of all individual grant projects in cooperation with the CSL Budget Office.

Prepares reports, tables, graphs, and correspondence, for a variety of federal programs. Supports Library Program Consultants (LPC) by providing assistance on grant-related projects as necessary including communicating orally and in writing to grant applicants to ensure any changes in requirements or outputs are recorded/updated. Monitors schedule for receipt of both internally and externally developed program materials; decides appropriate production and reproduction methods and makes appropriate arrangements to ensure delivery of complete and accurate materials as required.

Provides assistance for bureau technical and clerical support functions, including equipment setup for conference calls and webcasts when necessary and maintaining bureau conference call logs; attends bureau staff meetings; handles travel requests and reimbursements. Performs time keeping duties, coordinates purchasing and maintenance of office supplies, specialized publication orders; supports distribution of information to public libraries through broadcast emails and insures addresses are current.

Performs other general clerical functions such as filing, mail distribution, photocopying, scanning, collating; preparing materials for mass mailings; messengers activities, answering phones, assisting visitors, typing and editing correspondence. Creates file folders for each applicant and project.

*Office Technician (Typing)
Permanent/Full Time*

PC# 3915

*California State Library/ Library Development Services
Final File Date: 11/13/2015*

DESIRABLE QUALIFICATIONS:

- Ability to communicate both orally and in writing in a clear, concise manner.
- Knowledge of, and proficiency in, the Microsoft Office Suite which includes Excel, Word and Outlook.
- Flexibility and ability to organize, set priorities and handle changing assignments.
- Ability to prepare reports independently.
- Ability to understand and carry out directions.
- Effectively manage stress associated with multiple projects and assignments under short time constraints.
- Ability to operate various office machines and software applications.
- Ability to solve problems in an effective and efficient manner
- Ability to multi-task
- Ability to complete and follow-up on scheduled assignments under tight deadlines
- Knowledge of grant application and reporting process.
- Excellent customer service skills

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 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. Application without supporting documents may be rejected.

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

The final filing date is November 13, 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.