

SHADED AREA FOR HUMAN RESOURCES ONLY

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| | DATE 8/12/2015 | H.R. APPROVAL AMD |
| PC # 3915 | POSITION NUMBER (Agency - Unit - Class - Serial) 175-200-1139-001 | |
| BUREAU SECTION Library Development Services | CLASS TITLE Office Technician (T) | |
| WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 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 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. | | |
| % 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. | |
| 50% | ESSENTIAL FUNCTIONS: 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. | |
| 25% | 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. | |
| 10% | 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. | |
| 10% | 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. | |
| 5% | Marginal Function Acts as a backup ensuring continued work flow when other support staff is out of office/absent. | |

SUPERVISION RECEIVED - Office Technician (T) reports directly to the Library Development Bureau Chief.

SUPERVISION EXERCISED – None.

ADMINISTRATIVE RESPONSIBILITY – None.

PERSONAL CONTACTS – The Office Technician (T) has daily contact with the employees of the Library Development Services Section, as well as numerous supervisors and employees of other State Library sections and bureaus, including the Human Resources Services Office. The incumbent has frequent contact with state employees of other departments, county libraries and with members of the public. The incumbent also has intermittent contact with members of the State Library Executive Team.

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 image and functioning of the library could be damaged, leading to negative publicity and potential loss of programmatic support from partners, stakeholders and patrons.

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 substantial (5-6 hours per day). Occasional moving and filing of library materials weighing less than 20 pounds is required. Travel is not typically required of this position.

OTHER INFORMATION – Incumbent must possess excellent communication skills, good 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 Library Development Services and the Library's Executive Team.

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.

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| 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 ACCOMMODATION. (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.)

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| EMPLOYEE'S NAME (PRINT) | EMPLOYEE'S SIGNATURE | DATE |
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