



March 21, 2016

## JOB OPPORTUNITY

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

**CLASSIFICATION:** *SUPERVISING LIBRARIAN I*

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

**BUREAU/SECTION:** *PRESERVATION*

**SALARY:** *\$5,004 - \$6,266 per month*

**SUMMARY:** The Staff of the Preservation unit of the California State Library (CSL) engages in diverse preservation activities, including collections care, conservation, emergency management, book binding, mass de-acidification, preservation re-formatting, and preservation research and science. These activities help in fulfilling a major part of CSL's mission – to protect and preserve California's cultural heritage.

**DUTIES:** Under the supervision of the State Librarian, the Supervising Librarian I manages and coordinates preservation policies and strategies for the California State Library. The incumbent supervises both the print and digital activities of the State Library's Preservation Unit and acts as the library's liaison to other public or private entities in joint preservation activities, such as digitization or exhibition. Duties include, but are not limited to, the following:

- Provides supervision, guidance, training, and assistance to Preservation staff. Utilizes experience and expertise in directing staff in preservation related assignments and day to day duties. Is proactive in identifying potential problems and provides alternative recommendations to staff and management.
- Supervises both print and digitization preservation activities and procedures of the Preservation unit. Facilitates the education of CSL staff regarding proper handling of items in need of preservation.
- Formulates and implements CSL's preservation budget.
- Acts as technical expert to the State Librarian, Deputy State Librarian, CSL Bureau Chiefs, managers and supervisors on complex, sensitive preservation issues and projects.
- Proposes policies and strategies for CSL and its satellite branch such as acquisition and digitization priorities, ongoing repair and display of current collections as well as on site and off site exhibition planning.
- Evaluates the condition of the library's collection on an ongoing basis and recommends improvement where necessary.
- Helps coordinate the development and implementation of a disaster preparedness plan. On an ongoing basis, collaboratively reviews and, when needed, revises this plan.
- Represents the State Librarian on various preservation committees within CSL, the public, and other libraries.

## **DESIRABLE QUALIFICATIONS:**

- Be responsible for special projects as required including preparation of workload and other reports for management.
- Ability to analyze situations accurately and take effective action using initiative, resourcefulness and good judgment.
- Ability to work independently, in a team, and meet work timelines.
- Excellent oral and written communication skills with all staff levels and customers.
- A positive and friendly service approach when dealing with management, staff, and other contacts.
- Knowledge and experience in Preservation methods.
- Demonstrated ability to lead major projects and motivate staff.

## **APPLICATION PROCESS:**

Interested individuals who are current state employees with status in the Supervising Librarian I 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 by the final filing date are eligible to apply. All methods of appointments, 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, T&D, or reinstatement, **do not** notate LEAP eligibility) in the "Explanations" section of the STD 678 (STD 678), and resume to the:

California State Library  
Human Resources Services, Attn: Ken Lawrence  
P.O. Box 942837  
Sacramento, CA 94237-0001

Applications and resumes may also be delivered in person to the HRSO Drop Box, Library Building, 900 N Street, First Floor, Sacramento, CA. The STD 678 can be accessed through the CalHR website at [www.CalHR.ca.gov](http://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 click this classification specification link: [Supervising Librarian](#). In addition, 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 April 19, 2016.**

## **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.