CALIFORNIA STATE LIBRARY
CAREER EXECUTIVE ASSIGNMENT
EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	California State Library	**RELEASE DATE:**	Thursday, November 6, 2014
POSITION TITLE:	Chief, Library Development Services	**FINAL FILING DATE:**	Friday, November 21, 2014
CEA LEVEL:	CEA A	**EXTENDED FINAL FILING DATE:**	
SALARY RANGE:	$6,173.00 - $8,874.00 / Month	**BULLETIN ID:**	11062014_1

POSITION DESCRIPTION

The California State Library's (CSL) Chief of Library Development Services (LDS) plans and manages the statewide program to develop and improve the services of California's 183 public library jurisdictions, providing service for more than 1,100 libraries; 9 public library cooperative systems; and over 3,000 academic, school, special and institutional libraries. Acts for the State Librarian in administering a multi-million dollar federal grants program, and coordinates that with a multi-million dollar state funded program of local assistance. The grants and developmental programs are the principal methods of carrying out the major State Library responsibility of assisting all library authorities in assuming their full responsibility for effective library services. Grant programs include: federally-funded Library Services and Technology Act; California Library Services Act; English Language Literacy Acquisition; and the Public Library Broadband Initiative.

PERSONAL CHARACTERISTICS

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CSL's strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status as defined in Government Code Section 18546.

Or II
Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III
Must be a current or former non-elected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV
Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES
Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATIONS

- Knowledge of policies affecting the California State Library and libraries of all types throughout California.

- Knowledge in the awarding of Library Services and Technology Act, California Library Services Act, English Language Literacy Acquisition, and Public Library Broadband Initiative funds.

- Knowledge of current library organizations, programs and services throughout California.

- Demonstrated ability to make decisions which affect the direction of library services throughout California.

- Demonstrated ability to evaluate federal and state grant projects administered by the State Librarian.

- Strong leadership skills and demonstrated ability to function effectively as a member of a top management team.

- Strong management skills and demonstrated ability to oversee the work and performance of professional and paraprofessionals and support staff (Library Programs administrator, consultants, and office administration), consistent with the goal of providing high quality client service.

- Demonstrated ability to work well in a team setting.

- Possess excellent oral and written communication skills demonstrating the ability to be a leader and motivator, use tact and persuasiveness in achieving results; demonstrated ability to deal with a variety of public and private persons and groups in matters of significant political and economic sensitivity. The ability to effectively interact with staff, Executive Management, California Library Services Board members, state agencies, the public, and federal and state authorities.

- Knowledge of the state budget process, personnel management and business services; must possess a working knowledge of the legislative process.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief of Library Development Services,** with the **California State Library**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an evaluation of the candidate's application and Statement of Qualifications (SOQ). The minimum and desirable qualifications listed on this bulletin will be used to screen and evaluate the application and SOQ, therefore, it is critical that each applicant include specific information on how his/her background, knowledge, abilities and personal characteristics meet the minimum qualifications and desirable qualifications. The SOQ may also serve as documentation of the candidate's ability to present information clearly and concisely in writing, since this is a critical factor to successful job performance. The SOQ may be the only basis for the candidate's final score and rank on the eligible list. Candidates will be ranked competitively, and each candidate will be notified in writing of his/her examination results.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

FILING INSTRUCTIONS

Applications and Statements of Qualifications **must be received by 5:00 p.m. on November 21, 2014**, the final filing date. Applications and Statement of Qualifications received after November 21, 2014 will not be accepted, regardless of postmark; personally delivered, e-mailed, or interagency mail received after the final filing date will not be accepted. Faxed applications will not be accepted. The standard State application is available on the California Department of Human Resources' web site at https://jobs.ca.gov/pdf/std678.pdf.

Interested applicants *must submit*:

- A completed, signed and dated standard state application (Std. Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed no more than two pages in length and no less than 12 font.
- A current resume. A resume does not take the place of a SOQ.
- Names and telephone numbers of at least three professional references.

Applications must be submitted by the final filing date to:

California State Library
Human Resources Services Office
900 N Street, Room 400
Sacramento, CA 94237-0001
Attention: Kris Borders

ADDITIONAL INFORMATION
Address for Hand-Delivery: HRSO Drop Box, California State Library, 900 N Street, First Floor, Sacramento, CA 95814.

Questions regarding this examination should be directed to Kris Borders at (916) 654-0202 or email: Kristopher.Borders@library.ca.gov.

SPECIAL TESTING
If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.

GENERAL INFORMATION
If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The California State Library reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: http://www.calhr.ca.gov/state-hr-professionals/pages/7500.aspx

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922