

California State Library

Library - Courts Building
P.O. Box 942837
Sacramento, California 94237-0001



LIBRARY PROGRAMS ADMINISTRATOR DEPARTMENTAL PROMOTIONAL EXAMINATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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.

DEPARTMENTAL PROMOTIONAL FOR: California State Library

WHO SHOULD APPLY: Applicants who meet the minimum qualifications as stated below.

COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the California State Library as of the final filing date.

FINAL FILING DATE: August 9, 2013

HOW TO APPLY: Examination Applications (Form STD 678 Rev. 6/2010) may be mailed or submitted in person to:

MAILING ADDRESS:
California State Library
Human Resources Services Office
P.O. Box 942837
Sacramento, California 94237-0001

SUBMIT IN PERSON:
California State Library
Human Resources Services Office
900 N Street, Drop Box in Lobby
Sacramento, California 95814

DO NOT SEND APPLICATIONS TO THE DEPARTMENT OF HUMAN RESOURCES. Applications are available at local office of the Employment Development Department, the Department of Human Resources (Cal HR), and their website: www.jobs.ca.gov Applications will not be accepted via E-mail. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

EXAMINATION INFORMATION: Qualifications Appraisal Interview -- Weighted 100.00%. This examination will consist of a qualifications appraisal interview only. To obtain a position on the list, applicants must achieve a minimum rating of 70.00% in the interview. Candidates who do not appear for the interview will be disqualified. It is anticipated that interviews will be held in Sacramento during September/October 2013.

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

SALARY RANGE: \$6,361 - \$7,734

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. **All applications must include "to" and "from" dates (month/day/year), time base, and civil service class titles. Applications received without this information will be rejected.** Applications must contain the following information on all related college courses completed: title, semester or quarter units, name of institution, degree obtained and completion dates.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination meeting 100 percent of the overall experience requirement.

MINIMUM QUALIFICATIONS:

Equivalent to graduation from a college or university and completion of a graduate degree from an accredited library school; or a library media credential issued by a teacher-credentialing commission authorizing service in California; or a graduate degree in a relevant or appropriate field.

EITHER I

Experience: One year of experience in the California state service performing professional librarian duties at a level of responsibility equivalent to that of a Library Programs Consultant or a Principal Librarian.

Or II

Two years of experience in the California state service performing professional librarian duties at a level of responsibility equivalent to that of a Supervising Librarian II.

Or III

More than five years of increasingly responsible experience in the development and administration of varied and complex library programs, at least two years of which shall have included supervision over library programs comparable in level of responsibility to the class of Principal Librarian.

(Continued on Reverse Side)

THE POSITION: This class is the supervisory level in the series over professionals at the Consultant level. Under general direction, incumbents plan, organize, and direct the most complex, statewide library programs; develop and administer statewide library policies and programs; supervise, develop, and evaluate staff; and provide guidance and consultative services to other libraries on resource sharing and program development and evaluation.

EXAMINATION SCOPE:

Knowledge of:

1. Principles and practices of professional library work
2. Modern library methods, techniques, and terminology
3. Library administration, finance, and economic and social trends as they relate to library program development
4. Library service patterns and library subject specialties
5. Community organizations, public relations channels, and survey techniques
6. Grant administration practices
7. Computer applications necessary to provide a full range of library services
8. Department's mission, goals, programs, and policies
9. Principles and practices of organizational management
10. Program development and planning techniques
11. Principles of employee development, training, and supervision
12. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment

Ability to:

1. Effectively consult with and advise staff, administrators, officials, and governmental agents involved in library establishment, development, and financing
2. Apply professional knowledge and program expertise in specific program areas
3. Reason logically and think independently and creatively
4. Provide persuasive and skilled leadership in program work
5. Establish and maintain cooperative relations
6. Communicate effectively
7. Analyze situations accurately and take effective action
8. Direct a staff of professional consultants engaged in major, complex statewide programs
9. Work cooperatively with management and staff in the Department and a variety of other agencies
10. Prepare budget reports
11. Effectively deal with pressures and ambiguities in the workplace
12. Find solutions to complex program needs
13. Encourage and facilitate cooperation and teamwork
14. Resolve conflicts
15. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

ELIGIBLE LIST INFORMATION: An eligibility list will be established for the California State Library. The list will be abolished 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

Veterans Preference Points and Career Credits are not granted in promotional examinations.

GENERAL INFORMATION

If the examination has a written feature, it is the candidate's responsibility to contact the California State Library, Human Resources Services Office at (916) 651-0337 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the California State Library, Human Resources Services Office at (916) 651-0337 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

State applications (Std. Form 678) are available at the California State Library, CalHR, local Employment Development Department offices and online at <http://jobs.ca.gov/Profile/StateApplication>.

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 law and rules and all competitors will be notified.

Examination Locations: When a written test and/or oral interview is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must 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 of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or Hearing Impaired: From TDD phones: 1-800-342-5966 From Voice Telephones: 1-800-342-5833

For information regarding this examination, please contact Angela Duprey, Human Resources Services Office at (916) 651-0337.