



January 25, 2016

## JOB OPPORTUNITY

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

**CLASSIFICATION:** *LIBRARY PROGRAMS CONSULTANT*

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

**BUREAU/SECTION:** *LIBRARY DEVELOPMENT SERVICES*

**SALARY:** *\$5984 - \$7489 per month*

**SUMMARY:** Under the general direction of the Assistant Bureau Chief of Library Development Services (LDS), provides advice and consultative services to state, local, and other library administrators on the development of local and statewide library programs; develops, awards, and administers library grant programs, including distribution of funds and review of program results; develops, reviews, analyzes, and interprets applicable state and federal regulations; and conducts studies and does research regarding the planning, evaluation, and administration of new library programs.

### **DUTIES:**

#### **Grant Administration**

Develops, implements, and monitors complex statewide library grant programs, including the nature and scope of the program, application parameters, personnel requirements, evaluation methodology, and budget. Monitors and provides the lead for statewide programs funded at both the federal and state level, including but not limited to, the Library Services Technology Act, the California Library Literacy and English Acquisition Services Program, the California Library Services Act, the Library of California, and the Public Library Foundation. Develops, reviews, and interprets applicable statutes and regulations for these programs. Evaluates and monitors federal and state grant projects awarded to local libraries. Makes on-site visits when required. Reviews and approves all required reports. Provides training opportunities for targeted grant programs.

#### **Consultative Services**

Provides consultative assistance to libraries and library cooperatives and consortia on all aspects of library management and service, including, but not limited to, planning, organization, finance, state and federal law, building, adult and children's services, literacy, and technology. Analyzes and evaluates current planning, management, and program methodologies in public libraries. Identifies future trends, opportunities, and problems that affect public libraries. Assists public libraries in organizing the community and local officials to implement structured, formal, planning techniques and methods in the management of libraries. Designs programs and training events to strengthen public libraries' abilities to make library services more responsive to the needs of their communities and to more effectively use local and state resources in support of those services. Assists library management in development of statewide and local programs to accomplish these improvements and to help make the most effective use of staff and financial resources.

#### **Miscellaneous**

Plans, designs, and implements programs and activities that strengthen the California State Library and LDS. Serves as California State Library liaison to local, regional, and state-level systems and organizations of different types of libraries and allied information providers. Makes presentations to libraries and public bodies on California State Library and LDS services and programs. Performs special assignments as assigned.

*Library Programs Consultant  
Permanent/Full Time*

*California State Library/ Library Development Services  
Multiple Positions  
Sacramento/Los Angeles*

*California State Library/ Library Development Services  
Final File Date: 02/12/2016*

## **DESIRABLE QUALIFICATIONS:**

- Knowledge of the theories, trends and practices of library work.
- Knowledge of library classification systems, bibliographic records, holdings records, and item records.
- Knowledge and/or experience with Grant Administration process.
- Knowledge of computer operating systems and standard office software programs.
- Ability to communicate courteously, tactfully and effectively.
- Maintains positive relationships with patrons, library staff, volunteers, and student workers.
- Works effectively with colleagues who have diverse backgrounds, personalities, and approaches to work.
- Works effectively with staff and patrons who have diverse backgrounds and personalities, treating all with courtesy and consideration.
- Treats all patrons and staff with courtesy and consideration.
- Listens carefully to patron requests, asking open questions when necessary.
- Familiar with, and demonstrates a strong commitment to, the library's mission, vision, and values

## **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](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 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 February 12, 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.