

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY

DUTY STATEMENT

Current Proposed

HRSO APPROVAL/DATE VP 5/19/2020	EFFECTIVE DATE
POSITION CONTROL # 2158	POSITION NUMBER 175-103-2935-001
BUREAU/SECTION State Library Services/California History Section	CLASSIFICATION TITLE Supervising Librarian II
SPECIFIC LOCATION ASSIGNED Sacramento	WORKING TITLE California History Section Head
WORKING HOURS/SCHEDULE TO BE WORKED 8AM to 5PM, Monday - Friday	INCUMBENT

CONFLICT OF INTEREST CLASSIFICATION Yes No
 This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (STATE LIBRARY) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE STATE LIBRARY 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.

Under the direction of the Assistant Chief of State Library Services (SLS), the incumbent supervises the staff of the California History Section, which holds a premier collection of documents from and about California's rich and diverse history. The incumbent directs special collections reference services and promotes the use of the Section's newspapers, periodicals maps, photographs, manuscripts and many other rare materials to support research in California history and genealogy. Duties include, but are not limited to, the following:

ESSENTIAL FUNCTIONS

35%	<p>Section Supervision and Management Plans, organizes, directs, and evaluates the work of employees in the California History Section, including the selection and training of staff, to ensure that the section provides services that meet the needs of California State Library patrons. In consultation with the SLS Assistant Bureau Chief, plans, administers, and monitors the section budget. Directs gathering of statistics and other output measures to assess the effectiveness of library programs and services. Prepares reports as needed by the SLS Assistant Bureau Chief and other administrators. In consultation with the SLS Assistant Bureau Chief, develops and recommends new and revised section policies and procedures which incorporate Digital First initiatives. Assists in the development of Budget Change Proposals for State Library Services.</p>
25%	<p>Collection Development and Collections Management Plans and directs collection development activities. Facilitates the acquisition of archival materials, photographs, artifacts, maps, ephemera, and other special collections material to document the diverse history and heritage of California. Oversees cataloging, processing of archival and manuscript material, and the creation of finding aids to promote public access to collections. Evaluates collection space needs and plans collection shifts as needed. Monitors overall environmental conditions of storage and public service areas. Consults with the head of the Library's Preservation Unit to ensure</p>

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25%	<p>Collection Development and Collections Management, cont. that the library’s physical and digital collections are preserved according to established scientific principles of library preservation. Works collaboratively with the Preservation Unit to maintain disaster response plans for library collections. Develops digitization strategies for preservation and access purposes. Coordinates the Section’s use of the Library’s digital asset management and preservation software system and contributes to the development of library-wide policies related to digital preservation.</p>
20%	<p>Reference Service Planning and Implementation Plans and implements special collections reference services for State Library patrons. Adapts methods and procedures to ensure the preservation and security of special collections materials according to professional standards for archives and libraries. Directs interlibrary loan services provided by the Section and assists librarians with the most difficult reference questions. Monitors and reviews all requests for permission to use of California History Section materials for reproduction and publication. Ensures that section staff provide excellent customer service in line with the department’s mission, goals, policies, and programs to state government, to other libraries and librarians, and to the general public.</p>
15%	<p>Outreach and Marketing Initiatives With the assistance of other Library staff and the Library’s Communications Team, develops and implements strategies to broadly share California History collections online and promote their use for remote reference and research purposes. Directs the Section’s participation in public outreach events and conducts talks, tours, and presentations. Represents the Library at meetings of state agencies, community organizations, non-profit organizations, and professional organizations.</p>

MARGINAL FUNCTIONS

5%	<p>Participates in State Library study groups and serves on State Library committees, especially the committees implementing the Library’s strategic plan and Digital First initiatives.</p>
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SUPERVISION RECEIVED – The Supervising Librarian II reports directly to, and is supervised by, the Assistant Chief of the State Library Services Bureau.

SUPERVISION EXERCISED – Directly supervises entry level, full professional level, and advanced professional level librarians and a supervising library technical assistant.

ADMINISTRATIVE RESPONSIBILITY – In addition to the supervisory responsibilities detailed above, the incumbent assists the State Library Services Assistant Bureau Chief in developing reference and customer services policies, procedures, and guidelines; collection development policies; and preservation and digitization policies and procedures, ensuring that all policies, procedures and guidelines incorporate Digital First initiatives.

PERSONAL CONTACTS – The Supervising Librarian II has daily contact with the employees of the California History 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 and with members of the public. The incumbent also has intermittent contact with members of the State Library Executive Team. As a member of State Library's supervisory team, the incumbent often has contacts that are sensitive in nature, requiring discretion and confidentiality.

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 State Library's extensive general collection could suffer deterioration and damage. The Library's preservation efforts could be compromised. The image and functioning of the library could be damaged, leading to negative publicity and potential loss of programmatic support.

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 library work. Moving of book trucks holding up to 100 pounds of weight and moving and positioning objects weighing up to 35 pounds including large and awkward library books and other library materials is required. Incumbent is expected to travel when necessary to attend conferences and off-site meetings (5% of the time).

The statements contained in this duty statement 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 DUTY STATEMENT 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 DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE
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DUTY STATEMENT

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT 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 ACCOMODATION. (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.)

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