

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY

DUTY STATEMENT☐ Current ☒ Proposed

SHADED AREA FOR HUMAN RESOURCES ONLY

HRSO APPROVAL/DATE (HR ANALYST INITIALS/DUTY STATEMENT REVISION DATE) CK 8.6.2020	EFFECTIVE DATE (DATE POSITION FILLED)
POSITION CONTROL # 2225	POSITION NUMBER (175-UNIT-ClassificationCode-SERIAL) 175-106-2917-001
BUREAU/SECTION STATE LIBRARY SERVICES/GOVERNMENT PUBLICATIONS AND LAW SECTIONS	CLASSIFICATION TITLE PRINCIPAL LIBRARIAN
SPECIFIC LOCATION ASSIGNED 900 N STREET, SACRAMENTO	WORKING TITLE LAW AND GOVERNMENT PUBLICATIONS SECTION HEAD
WORKING HOURS/SCHEDULE TO BE WORKED 8:00AM-5:00PM MON-FRI	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.

GENERAL STATEMENT

BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR STATE LIBRARY FUNCTIONS.

Under the supervision of the State Library Services Asst. Bureau Chief, the Principal Librarian is responsible for the day to day operations of the Witkin State Law Library and the Government Publications Section of the State Library Services Bureau. Duties include but are not limited to the following:

SPECIFIC ASSIGNMENTS**ESSENTIAL FUNCTIONS**

40%	Section Supervision and Management Plans, organizes, directs, and evaluates the work of employees in the Law section and Government Publications 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.
25%	Outreach and Marketing Initiatives With the assistance of other Library staff and the Library's Communications Team, develops and implements strategies for expanded

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	and innovative use of State Library resources, including library spaces, digital and physical. Works with other library sections to develop marketing plans and to develop and carry out programs to promote use of Library services and collections among state government employees and the legal community. Develops trainings and guides to promote increased use of the State Library Resources. Coordinates on-site and off-site orientation and training sessions for state employees and members of the public. Represents the Library at meetings of state agencies, community organizations, non-profit organizations, and professional organizations. Coordinates outreach and support to depository libraries through the Federal Depository Library Program and California Library Distribution Act Program. Coordinates outreach and support to other California law libraries, especially those within California state government and California county law libraries.
20%	Reference Services Planning Plans and implements library reference services for State Library patrons including the incorporation of Digital First initiatives and the adaptation of complex reference methods and procedures to provide creative solutions relating to major economic and social trends in library program development. Directs reference and circulation services provided by the Section and assists librarians with the most difficult reference questions. Plans and implements trainings, seminars, webinars and research guides to help users engage with the collection. Oversees the library's participation in the Federal Depository Library Program, the California Library Distribution Act Program and the Patent and Trademark Resource Center. Ensures that Law and GPS sections 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.
20%	Collection Management and Development Oversees collection development activities among staff, reviewing final purchase decisions. Coordinates collection development decisions with the decisions of other SLS sections and with Technical Services Section staff responsible for acquisitions and cataloging. Works and Consults with the head of the Library's Preservation Unit to ensure that the library's physical and digital collections are preserved according to established scientific principles of library preservation and the prioritization goals of the sections and State Library, including Digital First initiatives. Actively solicits materials from state agencies and other depository libraries for the government publications collection. Evaluates collection space needs and plans collection shifts as needed. With oversight from Assistant Bureau Chief, makes decisions in regards to priorities for collection development.

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MARGINAL FUNCTIONS

5%	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.	
<u>SUPERVISION RECEIVED</u> – The Principal Library reports directly to and receives the majority of assignments from the Assistant Chief of the State Library Services Bureau. Assignments may also come from the Bureau Chief, the Deputy State Librarian or the State Librarian. <u>SUPERVISION EXERCISED</u> – Directly supervises entry level, full professional level, and advanced professional level librarians and a supervising library technical assistant. <u>ADMINISTRATIVE RESPONSIBILITY</u> – 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. <u>PERSONAL CONTACTS</u> – The Principal Librarian has daily contact with the employees of the Law Library and Government Publications 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 and other government employees. 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. <u>ACTIONS AND CONSEQUENCES</u> – 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. <u>FUNCTIONAL REQUIREMENTS</u> – 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).		
<i>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>		
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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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