

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY  
**DUTY STATEMENT**

Current  Proposed

<b>POSITION INFORMATION</b>	
Approval Date: CK 4/22/21	Effective Date:
Position Control Number: 2221	Position Number: 175-108-2951-003
Bureau/Section: State Library Services/Sutro	Classification: Librarian
Specific Location Assigned: San Francisco, CA	Working Title: Genealogy Librarian
Working Hours/Scheduled to be Worked: 8 a.m. – 5 p.m., Monday - Friday	Incumbent:
<b>CONFLICT OF INTEREST</b>	
<input type="checkbox"/> Conflict of Interest Filing (Form 700) required <input checked="" type="checkbox"/> Not Applicable 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.	
<b>DEPARTMENT STATEMENT</b>	
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.	
<b>DUTIES AND RESPONSIBILITIES OF THE POSITION</b>	
<b>Job Description:</b> Under the close supervision of the Principal Librarian, the Genealogy Librarian is responsible for the daily operation, acquisition, care and maintenance of the genealogy collections for the Sutro Library. Duties include, but are not limited to, the following:	
<b>PERCENTAGE OF DUTIES</b>	<b>ESSENTIAL FUNCTIONS</b>
<b>25%</b>	<b>Reference</b> Provides reference service to state employees, members of the public, and to other libraries, using books, periodicals, indexes, electronic databases, the Internet, and other resources. Assists library patrons, both remotely and in person, in the use of resources in the Sutro's genealogy and local history collection and other relevant sections of the State Library. Handles more complex genealogical questions. Refers patrons to information resources outside of the California State Library. Works the reference desk and creates and/or updates procedures related to reference.

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	Assists with training of new staff and overseeing the work of volunteers.
<b>25%</b>	<b>Presentations and Outreach</b> Prepares and conducts presentations to academic classes, genealogical, and historical groups interested in genealogy. Conducts tours and orientations of Sutro’s genealogy collection. Adroit use of social media in order to grow collection awareness. Responsible for connecting the organization and creating partnerships with the surrounding community and deploying innovative methods for engagement with patrons. Maintains a calendar for local outreach events and works closely with various external and internal partners to plan and execute Sutro Library events. Updates and maintains Sutro Library’s genealogy webpages.
<b>20%</b>	<b>Collection Development/Maintenance</b> Evaluates donations and acquisition of genealogy-related materials (including periodicals, newspapers and books) for inclusion in the collection. Maintains current collection with an eye towards conservation and digital access.
<b>10%</b>	<b>Digitization</b> Collaborates on, advocates for, and incorporates Digital First initiatives in projects, policies, processes and procedures across all Sutro library operations and functions; contributes to and supports State Library programs’ Digital First initiatives, including by evaluating materials for digitization. Creates high resolution scans in response to patron requests. Coordinates digitization projects, including training others.
<b>10%</b>	<b>Interlibrary Loan</b> Reviews incoming interlibrary loan (ILL) requests and verifies Sutro’s holdings in microfiche, periodical, and book titles. Fulfills requests either digitally or by mail. Sorts requests by circulating and non-circulating materials. Refers difficult ILL questions to the Principal Librarian.
<b>5%</b>	<b>Cataloging</b> Works with the cataloging department to make sure monographs and serials are cataloged and holding records are correct and maintained. Processes and produces archival finding aids for family history papers.
<b>PERCENTAGE OF DUTIES</b>	<b>MARGINAL FUNCTIONS</b>
<b>5%</b>	Prepares bibliographies and guides as needed. Serves on State Library committees. Provides research and reports as requested by the Principal Librarian, the Chief of State Library Services, Asst. Bureau Chief, and/or the State Librarian.
<b>WORKING ENVIRONMENT</b>	

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<b>Supervision Received:</b> The librarian reports directly to and receives the majority of assignments from the Principal Librarian however, direction and assignments may also come from the bureau chief of SLS, SFSU professors, SFSU facilities and staff.
<b>Supervision Exercised:</b> None
<b>Administrative Responsibility:</b> None
<b>Personal Contacts:</b> The incumbent will interact with 1) Peers: employees of State Library/Bureaus/Sections and other governmental agencies (i.e., Local/federal); 2) General public, patrons, departmental applicants and/or elected officials; 3) SFSU employees and students; 4) State Library Executive staff/Board Executive Officers; 5) Volunteers. Some of these contacts involve presenting in front of groups, giving tours, and orienting patrons to the library's services and collections.
<b>Actions and Consequences:</b> Failure to perform effectively the duties of the position could result in poor customer service and incomplete or false information given to library patrons. The Sutro Library's valuable collections could suffer deterioration and damage. Outreach to SFSU and to the public could become ineffective. The image and functioning of the library could be damaged, leading to negative publicity and potential loss of programmatic support.
<b>Functional Requirements:</b> The Librarian must have the ability to access materials located on compact shelving units including materials that may be at floor level or over five (5) feet off the ground; move book trucks holding up to 100 pounds of weight; move and position objects weighing up to 35 pounds including large, and awkward library books and other materials; retrieve information from microfiche/microfilm machines and to digitize information using scanners. The incumbent works 40 hours per week in an office setting with natural and artificial light . Daily access to and use of a personal computer is essential. Regular travel to Sacramento and other locations is required as necessary.
<b>Other Information:</b> <b>Knowledge and Abilities</b> <ul style="list-style-type: none"><li>• Incumbent will be a critical member of a team providing public reference service during core library business hours (8:00 AM-5:00 PM, Monday through Friday)</li><li>• Manages various customer needs while answering questions and providing research assistance in person, on the telephone, and through the library's reference tracking software and other electronic means</li><li>• Daily access to and use of a telephone and personal computer for bibliographic searches is essential (90% of time)</li><li>• Ability to establish and maintain good working relationships with co-workers and managers</li><li>• Ability to communicate effectively and work cooperatively with staff at all levels within the State Library</li><li>• Incumbent is expected to travel when necessary to deliver SFSU classroom orientations, to make presentations at conferences, or attend off-site meetings (approx. 5% of time). Some travel to Sacramento is required</li><li>• Ability to serve for extended periods of time at public services desks and in staff office</li></ul>

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- Ability to operate a PC for extended periods of time
- Ability to operate microfiche/microfilm machines and scanners
- Knowledge of preservation practices of rare and fragile materials
- Ability to access rare and fragile materials at floor level as well as over five (5) feet off the ground
- Ability to work independently, prioritize assignments, and have attention to detail
- Possess good research skills
- Dependable and consistent attendance

Advocates for and incorporates Digital First initiatives in projects; Guided by the principles of excellent customer service and in alignment with Digital First initiatives, provides services to state employees, members of the public, and to other libraries via in-person, telephone, email, and other online transactions.

**SUPERVISOR CERTIFICATION AND SIGNATURE**

*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.

<b>Supervisor Name (Print)</b>	<b>Supervisor Signature</b>	<b>Date:</b>
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**EMPLOYEE STATEMENT AND SIGNATURE**

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.)

<b>Employee Name (Print)</b>	<b>Employee Signature</b>	<b>Date:</b>
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