[ ]  Current [x]  Proposed

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| **POSITION INFORMATION** |
| Approval Date:  | Effective Date: |
| Position Control Number:  | Position Number: 175-106-2951-001 |
| Bureau/Section:State Library Services/Witkin State Law Library | Classification: Librarian |
| Specific Location Assigned:Sacramento | Working Title:Law Librarian |
| Working Hours/Scheduled to be Worked:8 a.m. – 5 p.m., Monday - Friday | Incumbent:Vacant |
| **CONFLICT OF INTEREST** |
| [ ] Conflict of Interest Filing (Form 700) required [x]  Not Applicable |
| **DEPARTMENT STATEMENT** |
| 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 THE 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. |
| **DUTIES AND RESPONSIBILITIES OF THE POSITION** |
| **Job Description:** Under the supervision of a Principal Librarian the incumbent serves in a legal reference, outreach, and instructional role for the Witkin State Law Library/California State Library. This position also serves as a resource in coordinating the Law Library’s participation in internal and external programs, and as a resource on special projects.  |
| **PERCENTAGE OF DUTIES** | **ESSENTIAL FUNCTIONS** |
| **40%** | **Programming and Outreach:**Plans and conducts in-person and virtual events for members of the legal community, state agencies, and members of the public. Identifies potential partners and collaborates to plan and participate in wider events with the goal of promoting the law library’s collections and services. Develops social media posts, manages the section newsletter, and participates in outreach and marketing committees as a representative of the Witkin State Law Library. Keeps statistics and with the Principal Librarian develops an outreach strategy. |
| **35%** | **Reference Services:**Provides reference and information services by responding to patron inquiries received in the Witkin State Law Library and other public service sections virtually, via e-mail, telephone, in-person visits, and other reference avenues. Assists patrons with research on legal and related questions, including the use of online legal research applications, search strategies, and equipment. Performs bibliographic searches utilizing online or hardcopy formats, consults reference resources, published primary and secondary legal resources, other State Library departments, and other libraries. |
| **15%** | **Instruction**: Using reference statistics and input from staff, identifies instruction needs of users. Provides virtual and in-person instruction for state agencies and the general public, teaching classes on searching and navigating the California State Library’s legal collections. Creates written and video tutorials for searching and navigating relevant sources of legal information. |
| **5%** | **Digitization**: Participates in California State Library’s digital-first initiatives, and works to identify and digitize parts of the law collection. |
| **PERCENTAGE OF DUTIES** | **MARGINAL FUNCTIONS** |
| **5%** | **Committees and Special Projects**: Participates in State Library study groups and serves on State Library committees. Provides research and reports as requested by the librarian supervisor, the Chief of State Library Services, the Assistant Chief, and the State Librarian. |
| **WORKING ENVIRONMENT** |
| **Supervision Received:** The Librarian reports directly to and receives most assignments from the Principal Librarian (Law/GPS); however, direction and assignments may also come from the Law section’s Senior Librarian, the Assistant Chief of State Library Services, and the Chief of State Library Services. |
| **Supervision Exercised:** None. |
| **Administrative Responsibility:** None. |
| **Personal Contacts:** Daily contact with library staff, weekly contact with members of the public, staff of other libraries, and governmental entities. |
| **Actions and Consequences:** Failure to effectively perform the duties of the position could result in substandard decision-making, waste of state resources, and inefficiency. It could damage the reputation of the library and the ability of the library to perform its essential functions. |
| **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 office work. Computer work is typically substantial (5-6 hours per day). Occasional moving and filing of library materials weighing less than 20 pounds are required. Travel is required for this position. The incumbent is expected to travel to visit a variety of outreach sites and attend periodic conferences and meetings (5-10 % of the time). Shares multi-employee workspace. |
| **Other Information**: 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 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. |
| **Supervisor Name (Print)** | **Supervisor Signature** | **Date:** |
| **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 ACCOMMODATION. (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 Name (Print)** | **Employee Signature** | **Date:** |