

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FORENSIC SERVICES
CALIFORNIA CRIMINALISTICS INSTITUTE (CCI) FORENSIC LIBRARY
DUTY STATEMENT**

NAME: Vacant

POSITION NUMBER: 420-596-2935-XXX

JOB TITLE: Librarian

STATEMENT OF DUTIES: The Librarian has overall responsibility for coordinating, organizing and managing the physical and digital library operations by providing a professional knowledge of the objectives, principals and theories of librarianship as it relates to the forensic sciences. The Librarian also has responsibilities in the areas of remote/distance learning, webinar and digital learning platforms.

SUPERVISION RECEIVED: Supervised by the CCI Director

SUPERVISION EXERCISED: none

TYPICAL WORKING CONDITIONS & PHYSICAL DEMANDS: The Librarian may be required to: lift up to 50 pounds; work an in-office schedule; work in an enclosed, non-windowed office in a smoke free environment; handle foreign substances and chemicals.

ESSENTIAL FUNCTIONS:

- 40% LIBRARY OPERATIONS** - Responsible for the day-to-day operations of the CCI library. Oversee all aspects of CCI library related inquiries via email, phone and in person. Evaluate various library programs to ensure that the library's resources are current and available to all BFS staff, client agencies and others. Developing and implementing new library software, programs, and technologies to improve library operations. Maintains journal subscriptions, digital assets and circulation databases. Performs shelving, cataloging and organization of physical and digital materials. Stays current with library science trends, tools and best practices. Continuously evaluates library holdings and removes obsolete materials.
- 30% REFERENCE AND RESEARCH** –Responsible for maintaining the library's database software programs and ensuring library materials are accurately entered into the database. Provides reference and research assistance to Bureau of Forensic Services staff, and other client agencies. Participates in Research and Development attends relevant library science workshops and webinars.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.