

SIERRA CONSERVATION CENTER DUTY STATEMENT

Position : Librarian, CF
Supervisor: Supervisor of Academic Instruction, CF
Indirect Supervisor: Supervisor of Correctional Education Programs
Division : Programs Division

Under the supervision of the Supervisor of Academic Instruction, CF, the Librarian, CF is responsible for the provision of all library services to all inmates committed to the Sierra Conservation Center (SCC). The position demands the application of the basic philosophy, principles and theories of library services, evaluation of materials and information, and ability to keep informed of developments in the profession.

The Librarian must have knowledge of the principles, trends and practices of professional library work; understand modern library methods, techniques, terminology, standard reference materials, library tools, guides and indexes, as well as library purposes and organization.

Program Identification:

The primary mission of the Sierra Conservation Center is to provide housing, programs and services for minimum and medium custody inmates, to aid in their rehabilitation. SCC is one of the two prisons in the State responsible for the training and placement of male inmates in the Conservation Camp Program. SCC administers 20 male camps located from Central California to the southern border.

The mission of the Education Department is to provide academic, career technical and life skills programs that promote rehabilitation and empower students to become responsible, productive, contributing citizens.

Essential Functions:

Candidates must be able to perform the following functions with or without reasonable accommodation.

- 25%** Interviewing, training, and supervision of inmate library workers and maintenance of timekeeping records under the Inmate Work Training Incentive Program (IWTIP).
- 20%** Maintains order and supervises the conduct of inmates committed to the SCC; prevents escapes and injury by inmates to themselves, to others or to property. Maintains security of working areas, work materials, and equipment; inspects the library for contraband such as weapons and illegal drugs.
- 15%** Assists the Senior Librarian in the development and maintenance of the library collection. Provides professional recommendations for new and replacement materials. Assists in the selection, cataloging, and processing of new and donated library materials
- 15%** Understands the nature of research, research methods, and research findings. Retrieve, evaluate and synthesize scholarly and professional literature for informed decision-making by specific-client groups. Answers inmate requests, grievances, Form 22 appeals,

etc., as assigned by the Senior Librarian and/or supervisor. Directs inmates to facilities and resources; advise inmates on research strategies and sources, refer inmate to alternative materials and follow-up when appropriate.

10% Contributes to the literacy promotion efforts of the Department and assists with the acquisition of suitable recreational reading material and develop programs promoting literacy. The Librarian will work professionally with all Department employees and inmates and will adhere to the Department Operations Manual and California Code of Regulations (CCR) Title 15 guidelines as they pertain to the library.

5% Maintenance of the inter-library loan circulation system.

5% Preparation of budget reports and proposals, weekly and quarterly reports on library activity and other reports as required.

5% Participation in In-Service Training and on-the-job training.

Non-Essential or Marginal Functions: None.

ADA Requirement: Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.

Physical Requirements: The Librarian, CF, may experience frequent standing, walking, sitting, lifting, carrying, reaching in front of body or overhead and climbing stairs. There may be a constant need for pushing and pulling, fine finger dexterity, hand and wrist movement, use of hearing, speech, and sight. The employee may occasionally experience stooping and bending or crouching and kneeling.

Working Conditions: The Librarian, CF, will experience varied weather conditions, possible extreme temperatures, and uneven ground while walking to and from their work locations. Because the working locations are inside the institution, the employee will constantly encounter noise, and may occasionally come in contact with fumes, caustic chemicals, and blood borne pathogens due to possible fights or riots.

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this job description.

Employee Signature

Date

Supervisor Signature

Date