

POSITION DUTY STATEMENT

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PM-0924 (REV 7/2014)

CLASSIFICATION TITLE LIBRARIAN	OFFICE/BRANCH/SECTION 42-LEGAL-SACRAMENTO	
WORKING TITLE Law Librarian	POSITION NUMBER 701-001-2951-xxx	EFFECTIVE DATE 8/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: (PROVIDE A BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVER'S LICENSE.) *RED TEXT ONLY APPEARS ON THE SCREEN

Under the general direction of the Staff Services Manager I or Staff Services Manager II, the Law Librarian will have full responsibility for the Legal Division's library program with libraries located in Sacramento, Bay Area, Los Angeles and San Diego; including the collection, acquisition, circulation and preservation of library materials.

TYPICAL DUTIES:

Percentage Job Description (PROVIDE A DESCRIPTION OF DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. TO ADD ADDITIONAL LINES OF DUTIES WITH DIFFERENT PERCENTAGES, CLICK ON THE "+" BUTTON.) *RED TEXT ONLY APPEARS ON THE SCREEN

Essential (E)/Marginal (M)¹

25%	E	REFERENCE AND RESEARCH - Conduct reference and research work utilizing print, electronic databases, Internet and other resources. Compile bibliographies and conduct legislative histories research. Provide guidance in the use of information resources, whether printed or electronic, internal or external to library resources. Publicize library services and new acquisitions. Investigate new developments in research methods.	+ -
20%	E	CONSULTING - Consult with executive management regarding local needs and requirements. Conduct continuing studies of the organization, function and scope of library services. Plan space and shelving needed to accommodate library growth. Remain knowledgeable about other resources that support the legal practice and make recommendations to executive management.	+ -
20%	E	COLLECTION DEVELOPMENT AND ACQUISITIONS - Review, select and acquire publications, databases and other subscriptions that support the Legal Division's goals and needs. Investigate usage patterns of library resources. Ensure currency of publications and hard copy reference materials for the libraries and staff. Monitor physical condition of books. Consult with Business Manager on the library acquisition program. Review and consult with contract staff on Westlaw, Lexis/Nexis and other legal library contracts. Provide liaison between Legal Division and publishers. Uses CAL-Card or creates purchase requests for material orders and renewals; note standing order changes in library software catalog system; processes library invoices for materials and services for payment; and maintain electronic resource center/learning lab in the library.	+ -
20%	E	CATALOGING AND DATABASES - Organize libraries and special collections, including legal opinions, experts, appellate briefs, unpublished opinions, audio and video to ensure efficient usage. Establish and maintain comprehensive system-wide computer-based library catalogs and special collection indexes. Check-in print materials using library software catalog system; loose- leaf and pocket part filing; and the scanning and/or routing of journals, newsletters, and newspapers.	+ -
10%	M	CIRCULATION AND INTERLIBRARY LOAN - Establish and enforce loan policies and procedures; monitor missing books. Arrange interlibrary loans for materials not available within Legal.	+ -
05%	M	Work with management and staff on other duties as required.	+ -

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Theories, objectives, principles, and techniques of librarianship; standard reference materials; established techniques and practices for classifying and cataloging materials such as the Dewey decimal system and the Library of Congress system; reference interviewing techniques, standard search strategies, commonly used bibliographic information sources, and professional journals in the library field; computer systems search capabilities; library purposes, trends, and organizations; knowledge of Microsoft Word, Microsoft Excel, and Adobe Acrobat. Experience with Inmagic DBTextWorks or other library software and State's Cal-Card program is desirable.

Ability to: Apply technology to tasks, including use of Microsoft Word and Excel; approach a problem by using a logical, systematic, sequential approach; weigh the costs, benefits, risks, implications, and chances for success, when making a decision; use technology to simplify and streamline tasks; learn new technology techniques to enhance the job; listen to others and communicates in an effective manner; ensure that others involved in a project or effort are kept informed about developments and plans; use appropriate interpersonal styles and methods to reduce tension or conflict between two or more people/groups; create solutions to problems using novel methods and processes; identify and respond to current and future client needs; provide excellent service to internal and external clients; make critical and timely decisions in difficult or ambiguous situations; identify the information needed to clarify a situation and drawing out the information when others are reluctant to disclose it; take responsibility for own work, including problems and issues; anticipate and prevent breaches in confidentiality and/or security; notice trends and develops plans to prepare for opportunities or problems; anticipate how individuals and groups will react to situations and information and plan accordingly; identify and propose solutions that benefit all parties involved in a situation; develop, maintain, and strengthen relationships with others inside or outside of the organization who can provide information, assistance, and support; ensure the effective, efficient, and sustainable use of public service resources and assets; identify, assess, and manage risk while striving to attain objectives; function effectively when under pressure and maintain self control in the face of hostility or provocation; communicate ideas, thoughts, and facts in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is generally responsible only for the decisions required to successfully complete job functions as described above; however, errors may affect the ability of the Legal Division to promptly and accurately advise and represent Department in court. This could result in loss of millions of dollars, court sanctions, and/or loss of credibility in the courts, with other public agencies and the public.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain cooperative working relationships with all levels of staff within the Legal Division, the Department, vendors and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work appropriately and effectively under stress, manage complex and varied workload and meet deadlines. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative working relationships; ability to focus for long periods of time.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
