

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Supervising Librarian I	OFFICE/BRANCH/SECTION DBFS/Office of Business Services and Security	
WORKING TITLE Supervising Librarian	POSITION NUMBER 702-035-2944	EFFECTIVE DATE

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:

Under the direction of the Chief, Office of Business Services and Security, a Staff Services Manager II, the incumbent is responsible for developing and implementing policies and procedures necessary for the operation of the Transportation Library in Sacramento. The incumbent also exercises functional responsibility over district library operations on a statewide basis and provides professional advice and assistance to them.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Supervises the work of three Senior Librarians, one Associate Governmental Program Analyst, two student assistants, and occasional volunteers. Under direction from the Office Chief, oversees all hiring, evaluation, and disciplinary actions involving library staff. Prepares annual budget requests, budget change proposals, and progress reports as required. Oversees the administration of contracts relating to library services. Determines staff development needs and recommends training. Reviews and analyzes reference services and statistics to ensure proper level of service to library users. Approves library materials and services purchases as directed by the Office Chief. Advises management on space planning needs.
20%	E	Provides reference services in absence of reference staff. Advises reference staff on difficult questions using knowledge of transportation literature and resources. Maintains knowledge of bibliographic database search techniques. Recommends new services as appropriate and necessary.
20%	E	Reviews and selects materials and online resources for library based on knowledge of existing collections and user needs. Weeds existing collection based on knowledge of user needs and availability in other collections.
15%	E	Advises management of the development of the library's online presence and works with staff to develop, maintain, and update content of library web site and other online services as directed. Prepares and gives presentations on library services as directed by management. Develops materials and electronic services for library publicity. Advises various functional units on organization of office collections as requested by management. Serves as Caltrans contact for the California State Library to meet requirements of the Library Distribution Act; serves as Caltrans TRIS contact to facilitate effective use of Transportation Research Board information services; serves on the Caltrans History Preservation Committee and provides professional guidance for Caltrans historical preservation activities.
5%	M	Participates in professional organizations relating to transportation libraries to share expertise, collaborate on cost-effective resource-sharing efforts and be aware of best practices in transportation librarianship.

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

Directly supervises the staff of the Transportation Library, including three Senior Librarians, one Associate Governmental Program Analyst, two Student Assistants, and occasional volunteers; provides functional supervision to district library personnel.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have a technical library background and experience with transportation, engineering, or planning literature; must be an effective manager capable of operating a labor-intensive operation in a creative and imaginative manner; must be able to prioritize workloads to meet rush requests while maintaining regular services; must be able to work independently of any higher level professional library assistance but must maintain contact with other librarians and library organizations to maintain and improve professional capabilities; must be able to write clearly, make budgetary decisions and monitor expenses; must be able to make effective oral presentations.

The incumbent must be able to reason logically and quickly in analyzing a wide variety of situations and demands placed upon the library; must be able to determine the appropriate level or type of reference search to undertake, especially for rush requests; must be able to evaluate new procedures and assess their application to library operations; must be able to evaluate suitability of materials for specialized technical library collection to support Department programs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent routinely makes independent decisions about library operations, and makes recommendations about library activities on a statewide basis. The incumbent has total responsibility for the expenditures of such funds as are available to create a balanced library collection and program.

PUBLIC AND INTERNAL CONTACTS

The incumbent must have the ability to deal with Caltrans employees at all levels from top management to entry level positions in a fair and equitable manner; must deal with legislative officials, employees of other state agencies, and members of the public who request information, providing an appropriate level of service in an agreeable manner; and must deal effectively with many libraries, suppliers and other organizations outside Caltrans..

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for long periods of time using a keyboard and video display terminal; be able to lift publications weighing up to five pounds; and be able to access publications from shelving units.

WORK ENVIRONMENT

The incumbent will work in an office setting; and may occasionally travel to some district libraries and various library-related meetings and conferences.

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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
