

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Librarian	OFFICE/BRANCH/SECTION DBFS/Office of Business Services & Security/Library	
WORKING TITLE History and Special Collections Librarian	POSITION NUMBER 702-035-2943-XXX	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 general direction of the Supervising Librarian II, the incumbent serves as the History and Special Collections librarian for the California Department of Transportation (Caltrans). The incumbent is responsible for the operation of a formal program to organize, develop, and maintain a Departmental collection of historical records, including documents, maps, photographs, and artifacts, in order to provide reference service on Departmental history and the development of California's transportation infrastructure. The incumbent serves as the Caltrans Historical Records Officer and as the Secretary of the Caltrans History Preservation Committee, and provides technical assistance for Departmental historical preservation efforts.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45% E	Reference Services: Provides direct reference assistance in locating information relevant to Departmental history and to California highway development. Provides backup reference assistance for questions relating to the general transportation collection.
30% E	Collection Development and Management: Develops and maintains the Department's historical collection for library services purposes. Establishes and maintains policies and procedures to evaluate, collect, and preserve materials of historical value, in response to Departmental needs. Manages copyright and permissions relative to the use of the Library's historical collections. Determines the extent and value of various Departmental historical collections, including documentary records, photographs, maps, and artifacts. Determines guidelines for and oversees the proper distribution of existing materials or future acquisitions according to the needs of the Department and the policies and capacities of other agencies. Indexes and determines suitable arrangement of materials for user retrieval. Determines and oversees methods and procedures to preserve historical materials.
15% M	Internet Services and Electronic Access: Digitizes and creates metadata for photographs and historical documents for addition to the Library's website and other online services. Assists and trains library customers in using the Internet and the Library's online services to locate needed historical information.
10% E	Maintenance and Development of Historical Preservation Program: Compiles information and writes reports as required. Serves in an advisory capacity to assist programs and districts in identifying and preserving historical materials. Works with Caltrans History Preservation Committee and volunteers to locate and identify historical materials and maintain an oral history program. Provides technical assistance to Departmental divisions, offices, and Districts regarding management and preservation of historical collections. Serves as Executive Secretary to the Caltrans History Preservation Committee; maintains membership roster and records; distributes meeting minutes and other materials; serves as contact for information about the Committee and Departmental historical preservation efforts. Makes presentations on the history of the Department and the history program to employees and other groups. Compiles and mounts historical displays within the Library.

<sup>1</sup>ESSENTIAL 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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

The incumbent does not supervise staff. The incumbent may provide guidance to Student Assistants, volunteer interns, and library staff as necessary for maintenance of history collection.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have the ability and experience to provide both quick-response and in-depth reference service. Must understand historical research procedures and have an enthusiastic appreciation for the value of historical data for various Departmental purposes; must work extensively with photographs, maps and clippings and be able to organize and preserve these kinds of specialized materials; must be familiar with archival methods as well as conventional library methods of subject access; must be able to adapt indexing methods to the Library's manual and automated retrieval systems. The incumbent must be able to work independently, to exercise judgment and make decisions without close supervision, within established general guidelines; must be able to communicate effectively with Departmental employees at a variety of levels and with retirees; must be able to work cooperatively with other library staff, other Departmental units, and other agencies performing related functions.

The incumbent must be able to screen and answer or refer reference questions where appropriate; must be able to make judgments about the appropriate method and level of response required to meet a range of requests for reference assistance. The incumbent must be able to analyze the potential range of Departmental needs for access to historical materials as well as individual user needs; must be able to make judgments about the value of particular items within the scope of the collection; must be able to evaluate the capacities of related collections.

The incumbent must maintain current knowledge of copyright issues and Departmental policies with regard to intellectual property, particularly as they pertain to the Department's historical collection. Must have knowledge of current online search methods and content of relevant Internet sites. The incumbent must maintain current and up-to-date knowledge about newly discovered online information resources relating to California transportation history and have the ability to share this information with other staff. The incumbent should have knowledge of digitizing and creating metadata for photographs and other historical documents. The incumbent should have some knowledge of collections software such as CONTENTdm.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for handling user requests for reference service; error or unnecessary delay could prevent Caltrans personnel from gaining information necessary to carry out required projects in a timely or effective manner. The incumbent is also responsible for the operation and maintenance of a formal historical records program; failure to organize materials effectively could prevent Caltrans personnel from locating materials needed to carry out their work. Decisions made by the incumbent about the scope, organization, and procedures of the collections are crucial to the strength and long-term value placed upon this program.

### PUBLIC AND INTERNAL CONTACTS

The incumbent will have extensive personal contacts with Department employees at a variety of levels, both as users of and contributors to the collection; with Department retirees; with employees of other government and nonprofit agencies; and with subject experts and contractors in the field of historical preservation, as well as with the general public.

### 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 twenty-five pounds; be able to access oversize documents including large maps, and be able to access publications from shelving units. The incumbent routinely visits other units such as Photography, Construction, Cultural Studies, and Microfilm to obtain physical resources and records.

The incumbent must be emotionally stable; be able to work well with all types of staff and library users; be able to multi-task and work well under pressure; and be able to handle difficult patrons tactfully.

### WORK ENVIRONMENT

The incumbent will work in a climate-controlled modern office setting of modular furniture design. The primary work space is of modular design under artificial light, containing computer and telecommunications equipment. Due to periodic problems with the heating and air-conditioning, the building temperature may fluctuate. The incumbent may occasionally have to travel to some District libraries and to various library meetings.

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)

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EMPLOYEE (Signature)

DATE

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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)

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SUPERVISOR (Signature)

DATE