



Classification: Senior Librarian	Position No. 208-2943-001
CBID: R21	Office: Energy Library
Date Prepared: November 2017	Division: Administrative and Financial Management Services Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION:

Under general direction of the Staff Services Manager II (SSM II), serves as Head of the Energy Commission Library. The incumbent is a working level lead over Library support staff. The Senior Librarian manages Library programs, which include administration and library automation; collection development; reference; on-line services; interlibrary loan; ordering and receiving; cataloging; and serials control.

WORKING CONDITIONS:

The work is performed in an indoor office and/or conference room setting involving sitting, walking, and/or standing and some lifting of up to 10 pounds.

DUTIES AND RESPONSIBILITIES:

The incumbent works independently and/or in a team environment; uses a personal computer and Commission-designated software and operates various types of office equipment while performing the duties described below.

- 45% Serves as lead over the following functions: circulation control; inventory control for serials; ordering and processing for new materials for Library and Commission staff; cataloging library materials using the On-line Computer Library Center (OCLC) on-line system; interlibrary loan service. Manages SydneyPlus library automation program; sets up and monitors Lexis/Nexis Alerts (electronic dissemination of information for CEC staff). Performs contract literature searches for CEC staff using DIALOG. Participates in the recruitment, hiring and evaluation of library staff. Trains library staff.
- 30% Serves as energy reference Librarian to Commissioners, Commission staff, other State agencies and the public; Library Internet coordinator; disseminates information on the Library to staff; and gives consultation on informational organization and retrieval when needed.
- 10% Oversees the maintenance and development of collection materials on energy topics by reviewing a variety of energy information sources; and requests input from Library users as to their expectations and needs.

DUTY STATEMENT



10% Performs on-line bibliographic information retrieval; trains library staff on the system (DIALOG Information Services); prepares Library budget, statistical reports, special projects; ; performs independent research related to administration of and management problems associated with special libraries; and participates in energy information organizations, workshops and meetings.

5% Other duties as required consistent with the specifications of the classification.

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
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Employee	Date	Supervisor	Date