



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
8/1/16

Agency: Oregon State Library (OSL)
Division: Talking Book and Braille Library (Talking Books)
Facility: State Library Building

- This position is:
[X] Classified - Represented
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

[] New [X] Revised

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title: Office Assistant; b. Classification No: C0101; c. Effective Date: July 1, 2009; d. Position No: 9110003; e. Working Title: Fund Development Assistant; f. Agency No: 54300; g. Section Title: Talking Book; h. Budget Auth No: 00927630; i. Employee Name; j. Repr. Code: OA; k. Work Location: Salem - Marion; l. Supervisor Name: Susan Westin; m. Position: Permanent, Full-Time, Part-Time, Limited Duration, Intermittent, Academic Year, Job Share; n. FLSA: Exempt, Non-Exempt, If Exempt: Executive, Professional, Administrative, Eligible for Overtime: Yes, No.

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon State Library (OSL) provides leadership and resources to continue growing vibrant library services for Oregonians who are print disabled, the Legislature and state government, and all Oregonians through public libraries. The State Library is an independent state agency governed by a nine-member Board of Trustees appointed by the Governor under ORS 357.

OSL consists of four divisions: Government Information and Library Services; Library Support and Development; Talking Book and Braille Library; and Operations. The agency employs 40.26 FTE and operates on a biennial budget of approximately \$14 million.

Talking Book

This position is located in the Talking Book and Braille Library (Talking Book) Division. An estimated 62,000 Oregonians have limited vision or other disabilities which prevent them from being able to use conventional books or other printed materials. Talking Books serves as a public library by providing a wide variety of reading materials in recorded or Braille formats.

The program is a partnership between the State Library and the Library of Congress, which provides the books and reading equipment without charge. The State Library is the designated "regional library" for Oregon, one of 56 throughout the country. Postal service regulations allow books to be mailed to Talking Books' borrowers without charge. Our collection for Talking Books eligible patrons includes over 60,000 audio books and

descriptive video volumes. The estimated value of in-kind contributions to the program by the federal government exceeds \$2 million each biennium. About 20,000 volumes are added to the collection each year, some of which are local interest materials.

Currently, about 5,100 Oregonians are registered borrowers and over 300 institutions receive deposit collections of materials. In the last completed fiscal year, circulation totaled over 425,320 books and other materials – an average of 1,600 per working day.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

This primary purpose of this position is to support the fund development program, by entering patrons into the fund development database, updating records, entering donations and printing the donation recognition letters.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
90%	R	E	<p>Fund Development</p> <ul style="list-style-type: none"> • Work in the Fund Development database, enter new patron records and update existing patron records • Update patron paper files (file new application and/or remove the file of suspended or deceased patrons) • Enter monetary donations, using a template generate and mail thank you letters • File and maintain the Talking Book daily donation logs
10%	R	E	<p>Support Tasks (As needed)</p> <ul style="list-style-type: none"> • Mail catalogs to patrons • Enter Braille book requests into the patron’s account • Inspect returned audio books for accuracy and completeness • Make telephone calls to patrons for customer survey, overdues, retrieval of materials, etc.
Ongoing		E	<p>Participants actively in Division meetings and projects.</p> <p>Perform position duties in a manner which aligns with the core values of the Oregon State Library</p> <ul style="list-style-type: none"> ○ Open to Opportunity ○ Excellent Customer Service ○ Strong Community ○ Professionalism ○ Personal Leadership <p>Fosters and promotes the importance and value of a diverse, discrimination and harassment-free workplace; respects diversity of opinions, ideas, and cultural differences; and support outreach and diversity-related efforts in order to diversify the workforce.</p> <p>Develops good working relationships with division and agency staff through active participation in accomplishing group projects.</p> <p>Regular attendance is an essential function required to meet the demands of this job and provide necessary services.</p> <p>Other duties as assigned.</p>
<u>100%</u>			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

- Typical office cubical environment and closed library stacks.
- Extensive daily use of computers and related office equipment.
- Extended periods of use and exposure to computer monitors.
- On occasion push heavy book carts
- Bend, stand or sit for extended periods
- Lift and carry 20 pounds

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Oregon Revised Statutes
- Oregon Administrative Rules
- SEIU/OPEU Special Agencies Coalition Collective Bargaining Agreement
- State Library policies, procedures and guidelines
- Fund Development policy and procedures manual

b. How are these guidelines used?

Consistency of service and problem resolution is achieved by using established guidelines. The collaborative environment also promotes cooperative efforts and solutions to help in work tasks.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
State Library staff	In person, phone, email	Assist and provide clerical support to Talking Book staff	Daily
Library donors/patrons	Mail, phone or email	Responding to fund development issues at the direction of the Program Manager or Fund Development Coordinator	Limited

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position is a part-time office assistant working under the guidance and coordination of an experienced regular staff member. As such, this employee will make limited task specific decisions. Typical decision will be how to enter a patron record and format thank you letters. Errors result in incorrect data or letters and will be needed to be corrected or reworked.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
X7006 PEM D	2004.002	In person	At least annually and throughout the year.	To communicate broad program objectives and final review of overall compliance with agency goals. To coordinate and review daily work tasks.

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|--|
| <input type="checkbox"/> Plan work
<input type="checkbox"/> Assigns work
<input type="checkbox"/> Approves work
<input type="checkbox"/> Responds to grievances
<input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Coordinates schedules
<input type="checkbox"/> Hires and discharges
<input type="checkbox"/> Recommends hiring
<input type="checkbox"/> Gives input for performance evaluations
<input type="checkbox"/> Prepares & signs performance evaluations |
|--|--|

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Regular attendance is an essential function required to meet the demands of this job and provide necessary services.

SPECIAL REQUIREMENTS:

This position requires:

- Ability to operate basic computer applications
- Data entry within a database

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
	\$0,000,000.00	Fund
	\$0,000,000.00	Fund
	\$ 00,000.00	Fund
Total Expenditures	\$00,000,000.00	

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

- **Check box**, when attached:

SECTION 12. SIGNATURES

Employee Signature Date Supervisor Signature Date

Appointing Authority Signature Date