



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
01/15/26

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: State Library of Oregon

Facility: Government Information and Library Services

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Librarian	b. Classification C2220
c. Effective Date: January 1, 1968	d. Position No: 2009005
e. Working Title: Government Documents Librarian	f. Agency No: 54300
g. Section Title:	h. Budget Auth No: 000275250
i. Employee Name:	j. Repr. Code: OA
k. Work Location (City – County): Salem - Marion	
l. Supervisor Name: Elke Bruton	
m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share	
n. FLSA: ☒ Exempt ☐ Non-Exempt	o. Eligible for Overtime: ☐ Yes ☒ No
If Exempt: ☐ Executive ☒ Professional ☐ Administrative	

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 State Library plays a vital role in state government. We are an independent state agency governed by a nine-member Board appointed by the Governor under ORS 357. The mission of the State Library is to cultivate, preserve, and deliver library and information services to foster lifelong learning and community engagement.

We operate on a biennial budget of approximately \$19 million and 40 FTE.

The State Library consists of four divisions. Government Information and Library Services provides quality information services to assist state employees in the efficient performance of their jobs and in more effective decision making for state government. Library Support and Development Services provides leadership, grants, and other assistance to improve local library service for all Oregonians. Operations provides the agency's administrative management functions such as board support, financial management, facilities management, volunteer

management, information technology management, communications, and other administrative support services. The Oregon Talking Book and Braille Library is a free library for any Oregonian with a print disability, which includes visual, physical, and reading impairments.

This position is within the Government Information and Library Services division.

- 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:**

The purpose of this position is to provide library services to State employees of Oregon and members of the public. This position is responsible for reference services to user, and coordinating responsibilities in the Oregon Documents program for the Government Information and Library Services division. Through providing reference services to customers, this position fulfills the information needs of state employees as they perform their jobs in state service.

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
50%	R	E	Oregon Documents Program - Coordinator of the Oregon Documents Depository program. - Evaluates Oregon documents received. - Develop, implement, and maintain the State Library’s collection policies related to the Oregon Documents collection. - Coordinate OrDocs assistant catalogers, ensuring effective workflows, timely completion of cataloging, review of cataloging work, and consistent application of cataloging practices. - Perform higher level, original cataloging of complex and other non-document OrDocs materials. - Coordinator cataloging projects within program as needed. - Maintains list of state agency publications liaisons; coordinates contacting liaisons and other agency staff to acquire documents, educate them about the program, etc. - Researches and responds to inquiries from depository libraries, and answers questions from depository libraries about the program. - Based on the collection development policy and statute, makes decisions for inclusion or exclusion of specific documents. - Trains relevant agency staff on criteria for inclusion in the repository. - Participates in national peer group and discussion forums for

			state documents collections and may present topics at conferences.
45%	N	E	Reference, Outreach, and Embedded Services • Participate in all reference services activities. Respond to research queries, through all reference channels (phone, email, chat). • Edit, update, and create content for public facing services; including online guides and tutorials. • Participate in Outreach Services as part of the Embedded Librarian program; working closely with state agencies to provide instruction, training, and marketing services. • Develop and deliver in-person and virtual curriculum for State and local government employees. • Consult with library patrons on areas of subject expertise.
5%	N	NE	Division and State Library Committees and Projects • Participates in or works on division ad hoc groups, projects, and tasks as needed. • Participates in or works on State Library committees, projects, and tasks as needed. • Other duties as assigned.
100%			

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
- Occasional meeting at other state agencies in Salem and throughout the state
- Speaking to virtual meetings or in front of large groups
- Occasional irregular hours and travel
- Regular exposure to dust and medium physical activity in the library stacks
- Occasional lifting of heavy bound materials, reaching both up and down, negotiating aisles 31" wide retrieving materials from shelves in stack storage from floor level up to 8 feet tall, which may require climbing a step ladder. May require lifting to 25 pounds
- Occasional contact with hostile or annoyed individuals

This position is suitable for remote work options.

There may be times that a position or an individual must be located full-time, on-site, within traditional business hours. Times when on-site presence can be required include but are not limited to training, performance, business alignment, accommodations, or resource availability.

To be eligible for remote work, staff must have a home workspace that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information. Staff are responsible for obtaining an appropriate broadband internet connection for working remotely.

Staff working remote shall:

- Meet all responsibilities and perform all duties as if their role was performed in a traditional work setting.
- Comply with all agency policies, guidelines, and management directives.
- Maintain a professional demeanor in the performance of all duties.
- Meet and maintain performance expectations.
- Be available each week during established work hours, as determined by the business need.

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 including 357 (Libraries; Archives, Poet Laureate)
- Oregon Administrative Rules
- State and Agency policies and procedures
- SEIU/OPEU Special Agencies Coalition Collective Bargaining Agreement
- Statewide policies
- Oregon E-Government guidelines and policies
- State Library of Oregon procedures and guidelines

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 solution 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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Agency Staff	In person, phone, email, online chat, conferences	Provide assistance and outreach	Daily
State agency personnel	In person, phone, email, online chat, conferences	Provide assistance and outreach	Daily
Legislative staff	In person, phone, email, online chat, conferences	Provide assistance and outreach	Daily

Other libraries	In person, phone, email, online chat, conferences	Provide assistance and outreach	Daily
Public	In person, phone, email, online chat, conferences	Provide assistance and outreach	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This employee works in a collaborative environment with considerable discretion in making routine, day-to-day decisions. Key decisions made on a regular basis include:

- Coordination of assigned tasks and activities including prioritizing work, planning work and projects, establishing and monitoring deadlines, and participating in workgroup meetings and discussions
- Organization of daily and long term, tasks, and priorities
- Provision of service to internal and external customers, and
- Collaboration with other staff in fulfilling the agency and division missions.
- Coordination and assignment of work within workgroups as described in division and agency agreements.

The direct impact of these decisions has broad ramifications for meeting the needs of the customers served by this employee and the State Library. Ensuring the smooth delivery of resources and services could be affected, resulting in services being limited or unavailable.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Program Manager	2010.002	In person, virtually, phone, e-mail	Quarterly, weekly, or as needed	Regular check ins to review progress of projects.
Program Manager	2010.002	In person, virtually, phone, e-mail	Quarterly	Quarterly evaluation of yearly goals.

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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards

- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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:

Perform position duties in a manner which aligns with the core values of the State Library of Oregon

- Equity: We challenge our personal and organizational biases in order to improve our practices and better serve all communities.
- Access: We commit to ensuring information is preserved, discoverable, and available.
- Collaboration: We invest in sustained and intentional partnerships by sharing expertise and resources to achieve mutual goals.
- Public Service: We deliver excellent customer service and stewardship of resources to support democracy and the public good.
- Adaptability: We anticipate and evolve as needs change to deliver innovative results to our customers, to our partners, and to each other.

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.

Develops good working relationships with division and agency staff through active participation in accomplishing group projects.

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

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".		

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.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date