



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

Agency: Oregon State Library

Division: Government Information and Library Services

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Librarian
b. Classification No: C2220
c. Effective Date: 07-01-2003
d. Position No:
e. Working Title: Systems and Web Services Librarian
f. Agency No: 54300
g. Section Title: Government Information and Library Services
h. Budget Authorization No:
i. Employee Name:
j. Repr. Code: OA
k. Work Location (City - County): Salem- Marion
l. Supervisor Name: Caren Agata

m. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent Job Share

n. FLSA: Exempt Non-Exempt
If Exempt: Executive Professional Administrative
o. 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 State Library plays a vital role in state government. We are an independent state agency governed by a nine-member Library Board appointed by the Governor under ORS 357. The mission of the State Library is to provide leadership and resources to continue growing vibrant library services for Oregonians who are print-disabled, the Legislature and state government, and all Oregonians through local libraries.

We operate on a biennial budget of approximately \$16 million with 39.04 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 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.

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 position is primarily responsible for coordinating the Library's online presence in support of state government, providing technical expertise needed for the development, integration and support of user-facing library systems

and applications. This position will serve as system administrator for the library's integrated library system (ILS), organizing and developing other web-based services and resources including the division's website and intranet. This position will also serve as the Library's representative on the state E-Governance board working with other agencies to ensure that state government information is readily accessible on the state website (<http://www.oregon.gov>). This position provides reference and information services to Oregon state employees.

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
50%	R	E	<p>Online Services</p> <ul style="list-style-type: none"> • Provide technical expertise, day to day administration and broad support for library software solutions and standards. • Serve as system administrator for the library's integrated library system (ILS), maintaining and supporting all modules of the ILS. • Work closely with IT to ensure interface with interlibrary loan (ILL) software, ILLIAD and EZ proxy, (web proxy server providing access to the library's computer network to restricted access to websites for authentication by IP address) • Coordinate communications between IT, ILS (integrated library system, from Sirsi/Dynix) and consortia (CCRLS). • Maintain and develop division website including coordination and oversight of all functionality; responsible for site content, usability and functionality; • Design, build, and configure web applications for public-facing online services. • Conduct usability studies with patrons and make suggestions for improvements; collect, analyze and report on site analytics; maintain site appearance by enforcing content standards • Coordinate online services projects including assigning and prioritizing work, planning work and projects, establishing and monitoring deadlines. • Report to Division manager, training staff on new applications, help transition projects into daily operations, create and maintain project documentation, project communications, develop written content, conduct user testing on new and existing applications. • Set up accounts and provide technical, administrative, and customer support for online tools ensuring operability and usability. • Primary liaison between OSL and DAS E-Government. • Coordinate web services workgroup, including prioritizing work, project planning, establishing and monitoring deadlines, setting meeting agendas, posting minutes, facilitating workgroup meetings and discussions, tracking workgroup progress, and reporting to Division manager. • Stay abreast of emerging technologies and web trends that are potentially useful to the State Library's mission; review professional literature. Propose new initiatives as appropriate. • Collect, analyze, and report statistics (for these systems) to division, manager, and agency.
40%	R	E	<p>Reference and Outreach Services</p> <ul style="list-style-type: none"> • Participate in reference services schedule. Serve as embedded librarian to assigned state agencies, provide outreach, consultation and instruction. • Respond to research queries; provide active staffing for all reference channels (phone, email, chat, etc.) • Edit, update, and create content for public-facing services, both online and face-to-face

			<ul style="list-style-type: none"> • Respond to division online service support requests • Develop and deliver curriculum in support of the state library and its services. • Develop new classes and means of delivery based on needs of state agency employees.
5%	R	E	<p>Contribute to positive work environment</p> <p>Contributes to a positive and productive work environment, works cooperatively with coworkers, and provides positive customer service to the public, coworkers, and other state employees.</p> <p>Participates in an annual performance review process, maintains and accomplishes individual training and development plan, actively participates in agency training activities.</p> <p>Actively supports agency Affirmative Action and EEO goals. Recognizes value of individual and cultural differences and creates work environment where individual differences are valued and respected.</p> <p>Regular attendance is an essential function required to meet the demands of this position and provide necessary services.</p> <p>Participates actively in Division meetings, workgroups, projects, public access phone, chat and email reference services.</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>
5%	R	NE	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 meetings at other state agencies in Salem and other locations.
- Occasional irregular hours and travel.
- Regular exposure to dust and medium physical activity in the library stacks.
- Occasional lifting of heavy bound materials, extreme reaching up and down, negotiating aisles 31" wide and retrieving materials from shelves in stack storage from floor level to up to 8 feet tall, which may require climbing a step ladder. May require lifting up to 25 pounds.
- Occasional contact with hostile or annoyed individuals.
- Speaking in front of large groups

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;
 Statewide policies; Oregon E-Government guidelines and policies;
 Oregon State Library Minimum Digitization Standards
 State Library policies, procedures and guidelines; and Government Information and Library Services agreements and procedures

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?
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>			
State Library staff, state agencies, legislative staff, general public, other libraries' staff	Person/phone/email/on-line chat, conferences	Provide assistance	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 workgroup activities including assigning and prioritizing work, planning work and projects, establishing and monitoring deadlines, and facilitating workgroup meetings and discussions.
- Primary decision-making for structure, applications, and design of the division website and for the operation of user faced services.
- Organization of daily 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.

These decisions are made within the context of the guidelines identified in Section 5 and are maintained at a level appropriate to the job class.

SECTION 8. REVIEW OF WORK				
Who reviews the work of the position?				
Classification Title	Position Number	How	How Often	Purpose of Review
PEM D	2010002	In person/email and staff meetings	weekly	Evaluating work quality, work load and appropriateness of assigned work, and to review and update individual priorities and problem solving
PEM D	2010002	Written / in person	Annual	To evaluate the progress in demonstrating agency core values, meeting the annual goals and objectives, and plans for improvement

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

a. How many employees are directly supervised by this position? _____ N/A _____

How many employees are supervised through a subordinate supervisor? _____

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

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

This position requires:

- Ability to work with individuals of diverse working styles and backgrounds;
- Ability to continuously learn and develop skills in a changing work environment;
- Ability to apply rules, standards, policies, and procedures;
- Ability to explain rules, policies, and procedures to library patrons.

Experience or familiarity with the following:

- Developing and using web applications
- Creatively applying current web technologies to provide a functional, dynamic library web presence
- Web development tools such as HTML, PHP, Drupal, Wordpress, Javascript, etc., as well as web interfaces using databases such as MySQL or Microsoft SQL
- Emerging web applications, resources, and techniques
- Performing research or answering reference inquiries
- Web and interface usability testing
- Working with online government information and documents
- Application of web content accessibility standards

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
NA		

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