



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
06/2022

Agency: State Library of Oregon
Team: Talking Book and Braille Library
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

a. Classification Title: State Library Specialist 1
b. Classification No: C0251
c. Effective Date: July 1, 2011
d. Position No: 0001020
e. Working Title: Circulation Technician
f. Agency No: 54300
g. Section Title: Talking Book and Braille Library
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: OAS
k. Work Location (City - County): Salem - Marion
l. Supervisor Name (Optional): Elke Bruton, Talking Books Program Manager
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [X] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
Eligible for Overtime: [X] 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 \$19 million with 39.47 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.

This position reports to the Talking Books' Program Manager. The Talking Book and Braille Library is a free library for Oregonians with print disabilities, which includes visual, physical, and reading impairments. Though physically located in Salem, the library loans Braille and audio books and magazines to eligible readers across

the state through the mail or via download. The Talking Book and Braille Library is the regional library in Oregon for the Library of Congress' National Library Service for the Blind and Print Disabled (NLS) network.

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 audio or Braille formats.

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 primary purpose of this position is to carry out functions in support of the circulation operations of Talking Book and Braille Services that provide library users with the books and equipment needed for service. These functions include the incoming and outgoing daily mail operations, quality inspection of books and equipment, and equipment supply and repair. The secondary function 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>			
35%	R	E	Circulation of Audio Materials: <ul style="list-style-type: none"> • Charge and discharge daily incoming and outgoing audio materials using the KLAS and Guttenberg databases • Process returned book cartridges and DVDs daily • Inspect returned cartridges and containers for damage, defects, dirt, and patron notes • Clean cartridges and containers • Perform other duties such as assist in the processing of overdue letters and patron contact • Receive mail truck delivery and sort hampers daily • Daily interaction with volunteers
35%	R	E	Circulation of Equipment: <ul style="list-style-type: none"> • Charge and discharge daily incoming and outgoing equipment and accessories using the KLAS database • Process new equipment and accessories, which consists of unboxing, labeling, and compiling supplemental instructions for equipment and accessories • Perform PSAT (Post Service Acceptance Testing) on returned equipment • Box and mail equipment to off-site repair facilities • Clean equipment and accessories • Charging of batteries for equipment
25%	N	E	Fund Development Support: <ul style="list-style-type: none"> • Work in the Fund Development database, enter new patron records and update existing patron records • Update patron electronic files • Enter monetary donations, using a template -generate and mail thank you letters • File and maintain the Talking Books daily donation logs

5%	R	E	Other Daily Duties: <ul style="list-style-type: none"> • Process other materials requests • Update patron records based on patron notes • Monitor loading dock door and receive deliveries • Regular cleaning of circulation work areas and associated equipment • Assist with other division projects as needed • Monitor supplies such as, <ul style="list-style-type: none"> • Mailing materials for circulation • Shipping materials for equipment • Equipment cleaning supplies
<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.

This position is within the Talking Book and Braille Library office area. Work area is a large room with shelving, mail bags and postal tubs. This position will push and unload wheeled U.S. postal mail tubs 35" wide, 45" long weighing up to 400 pounds; move book carts weighing up to 70 pounds. Stands or sits for up to 2 hours at a time; repetitive motion of the wrist and arms. May be subject to fumes from disinfectant cleaners.

Cubical workspace environment. Communicate orally and in writing about issues and topics related to the position. May use word processing and spreadsheet programs on a microcomputer, copier, fax machine, and other office equipment; uses Internet to access software and e-mail.

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.

National Library Service network standards, federal postal regulations, software protocols.
 Oregon Revised Statutes including 357 (Libraries; Archives, Poet Laureate),
 ORS 192 (Records; Public Reports and Meeting),
 State and Agency policies and procedures
 Federal and state laws and regulations
 Federal and State labor and human resource laws and policies
 SEIU Collective Bargaining Contract

b. How are these guidelines used?

National Library Service standards and regulations are used to comply with federal standards and laws for this program, to maintain bibliographic integrity of the State Library catalog.
 State and agency policies are used to serve customers in an excellent manner, and to comply with state and agency policies.
 The SEIU contract is used for personnel administration.
 The State Library maintains internal policies that must be followed.

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?
Agency Staff	In person/phone/email	To work on agency business	Daily
Volunteers (who may be blind, visually impaired, deaf, community service, variety of socio-economic background.)	In person	To train and/or work with	Daily
Library patrons with visual or Physical disabilities	In person/phone	To provide materials, answer questions, and take requests	Limited

SECTION 7. POSITION RELATED DECISION MAKING

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

Working as part of a work unit, the person in this position makes daily decisions regarding organization of job tasks to maximize unit effectiveness and production, and to coordinate efforts with other staff. Decisions are made regarding the details of work organization and mail processing subject to unit or management approval. Close communications about decisions with the workflow coordinators and immediate coworkers is important for effective decision making.

These decisions immediately effect the production and accuracy of services provided to patrons and may result in costly rework.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Talking Book & Braille Program Manager	0503001	In person / email / phone	Monthly	Evaluating the quality of work and to review and update individual priorities and problem solving.
		In person / written	Quarterly	To evaluate the progress in meeting the annual goals and plans for improvements.
Circulation Coordinator	2004001	in person	Throughout the year	To provide feedback on the employee's progress to the employee directly and to the Program Manager.
Equipment Coordinator	2004001	In person	Throughout the year	To provide feedback on the employee's progress to the employee directly and to the Program Manager.

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"/> 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:

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

- Equity
- Access
- Collaboration
- Public Service
- Future Readiness

Fosters and promotes the importance and value of a diverse, discrimination and harassment-free workplace; respects diversity of opinions, ideas, and cultural differences; and supports outreach and diversity-related efforts. Skill in interpersonal communications, facilitation, problem solving, and conflict resolution methods to facilitate decision-making.

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.

Skill in working with individuals of diverse backgrounds, and people with disabilities is critical.

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