



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
04/14/2022

Agency: State Library of Oregon

Facility: State Library Building

New Revised

This position is:

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

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title: Librarian, b. Classification No: C2220, c. Effective Date: 04/14/2022, d. Position No, e. Working Title: Talking Books Librarian, f. Agency No: 54300, g. Section Title: Talking Book & Braille Library, h. Budget Auth No, i. Employee Name, j. Repr. Code: SEIU, k. Work Location (City - County): Salem - Marion, l. Supervisor Name (Optional): Elke Bruton, m. Position: Permanent, Full-Time, Seasonal, 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 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.

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 coordinate user services, outreach activities, database administration, and collection cataloging within the Oregon Talking Book and Braille Library, the Oregon regional library for the print-disabled within the National Library Service's network, and to carry out specific responsibilities within Talking Books that provide specialized information-related services for the users. The Librarian analyzes, plans, coordinates, creates, and maintains resources and services for talking book clients. This is a single classification and is not currently part of a series.

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>			
30%	R	E	<p>User Services: Confers with Talking Books clients (e.g. libraries, patrons, institutions, and the public), to determine information requirements, including inactive patrons contact, overdue items, service calls. Establish customer service guidelines; assign, review and coordinate customer contacts with readers advisors. Coordinates Readers Advisory workgroup.</p> <p>Trains Talking Books staff on information resources and systems.</p> <p>Provides statewide consultation in the Talking Books program area. Develops and provides special access services for special needs populations (e.g. visually impaired, physically or learning disabled, etc).</p> <p>Maintains and reviews user and circulation statistics to monitor trends in library usage for reporting and planning purposes.</p>
30%	R	E	<p>Collection Cataloging: Evaluates and accurately catalogs up to 1,000 new titles per month that are added to the collection. Routinely analyzes titles in the collection, including over 100,000 audio and 50,000 Braille titles, to ensure accurate materials retrieval for patron daily circulation. Works closely with Readers Advisors to create relevant cataloging rules and practices related to patron interests.</p>
25%	R	E	<p>Outreach Activities: Plans, develops, and delivers outreach activities to the public, patrons, educators, and professionals who serve the print-disabled to accomplish marketing objectives, including tours, presentations, conferences, and exhibits. Develops and reviews marketing materials and media promotion.</p>
15%	R	E	<p>Technology: Monitors operations of Talking Books' automated systems and coordinates implementation of advanced technologies. Liaison with Keystone Library Automated Systems (KLAS), which includes informing staff of upgrades, identifying enhancements and improvements needed, making recommendations to KLAS and seeking service improvements.</p>
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 environment.
 Conducts and attends meetings which may require evening or weekend work.
 Communicates orally in person, and in writing with staff, agency customers, professional colleagues and the public about issues and topics related to the position.
 Uses word processing, spreadsheet, and budget reporting programs; uses Internet and e-mail.
 Travels periodically to sites in all regions of Oregon to provide information about the Talking Book and Braille Library.
 Occasional lifting of library materials and equipment, including reaching up and down.
 Extended periods of use and exposure to computer monitors.
 Occasionally resolves complaints or conflicts with upset individuals.

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?
Print disabled library users and volunteers	In person, phone, letters, email	Present regional library information, conduct daily business, inform about policies and procedures	Daily
Teachers of the visually impaired, consumer group representatives such as organizations for the print-disabled, seniors, etc., state agency and service provider personnel	In person, phone, letters, email	Assistance, outreach, planning, partnerships	Monthly
National Library Service, Library of Congress	Phone, email	Discuss procedures, consulting assistance about issues and planning	Monthly
Public library staff, board members, council members	In person, phone, email	Provides leadership and guidance on best practices for accessible library services.	Monthly

Citizens	In person, phone, email	Assistance and outreach	Monthly
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SECTION 7. POSITION RELATED DECISION MAKING

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

In consultation with the Program Manager, the Talking Books Librarian works within defined agency goals and has considerable latitude to decide methods and resources to accomplish work goals. The librarian often works alone and must use independent judgment and decision making about the daily operations of the Talking Book program with applicable division members. Close communications about decisions with the entire Talking Books division is important as all team members are instrumental in the development and implementation of procedures for the unit. The position interprets written policy and federal rules to deliver library service to the print-disabled in Oregon.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Library Services Supervisor 2	0503001	In person / email / phone	Every other week	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 objectives, and plans for improvements.

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 checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input checked="" 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

