



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/20/19

Agency: Oregon State Library (OSL)

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, b. Classification No, c. Effective Date, d. Position No, e. Working Title, f. Agency No, g. Section Title, h. Budget Auth No, i. Employee Name, j. Repr. Code, k. Work Location, l. Supervisor Name, m. Position, n. FLSA.

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.

This position reports to the State Librarian and manages the Library Support and Development Services division. The Library Support and Development Services Division of the State Library is responsible for consulting with Oregon libraries to improve local library service for all Oregonians. The division provides planning for statewide

library development, consulting, continuing education services for local libraries, and administers all state and Federal library grant programs.

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 manage all aspects of the Library Support & Development Services program at the State Library, including the administration of Federal and state grants. The person in this position communicates vision and direction for the division within the framework of the agency’s overall mission and strategic priorities, provides policy guidance, clarifies priorities, supports and guides staff in their assigned activities to accomplish the agency’s mission, carries out management personnel responsibilities in accordance with the union contract, and works to ensure staff have the resources and training needed to deliver quality products and services.

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
70%	R	E	<p>Library Support & Development Services Program Leadership</p> <p>Responsible for the overall success of Library Support & Development Services programs. This includes priority-setting, aligning services and programs with stakeholder needs, developing program goals and tracking outcomes, developing and monitoring budgets, and providing direction and guidance for staff in the implementation of programs and services. Current Library Support & Development Services responsibilities and programs include:</p> <ul style="list-style-type: none"> • Administration of the Federal LSTA grant program, and the Ready to Read state grant to improve public library services to children. Associated duties include developing and monitoring budgets, reporting outcomes, communicating with the Institute of Museum and Library Services, and leading the development of the agency’s LSTA five-year plan. • Library development information and consulting, including consulting assistance in the areas of school libraries, youth services, technology planning, library governance and administration. • Library statistics collection and activities of the Oregon intellectual Freedom Clearinghouse service. • Continuing education offerings for library workers. • Statewide databases licensing program, Answerland online reference services, Libraries of Oregon database portal, and Oregon School Library Information System (OSLIS). • Implementation of the statutes and administrative rules regarding the minimum conditions public libraries must meet to be officially recognized as public libraries by the State Library. <p>Evaluates programs and services:</p> <ul style="list-style-type: none"> • Manages the performance measurement of programs and evaluates the quality of services provided through reports, statistical data, and feedback from clientele. • Reports quarterly on program outcomes and progress in achieving goals. • Guides staff in initiating and implementing program improvements to increase efficiency and benefit clientele.

			<p>Budget Development & Management:</p> <ul style="list-style-type: none"> • Responsible for the development and management of a division budget of \$7.6 million. • Develops plans and monitors the spending of Library Services & Technology Act (LSTA) federal funds received through the Institute of Museum and Library Services (IMLS), working within IMLS policies and procedures for spending, tracking, and reporting. • Provides oversight of the administration of Ready to Read state grant funds for early learning initiatives and summer reading programs to public libraries throughout the state. • Communicates with vendors, works with the agency DPO and staff on database procurement processes, and in consultation with the Chief Operating Officer and DAS ensures contracts meet agency needs and State requirements. <p>Manages Library Support & Development Services staff:</p> <ul style="list-style-type: none"> • Completes annual performance reviews and provides ongoing performance feedback using accepted performance management principles and practices. • Encourages professional development of staff. • Interviews, selects and provides training for new staff. • Hears and resolves employee grievances. • Recommends or initiates personnel actions such as promotions, transfers, or disciplinary action in order to ensure adequate and competent staffing for the programs.
25%	R	E	<p>Agency-wide leadership</p> <p>Participates on agency management team, carrying out responsibilities to further the progress of the agency's mission, goals, and objectives.</p> <p>Participates in policy development; participates in the preparation of biennial budget requests; prepares reports for Library Board packets and presents information at State Library Board meetings; communicates vision and direction; represents and speaks for the State Library at national, regional and state library association meetings, and other library-related meetings.</p> <p>Assists the State Librarian in the development and implementation of statewide and agency programs, including the implementation of the legislatively authorized statewide programs; encourages participation in national and statewide professional associations and partnerships with Oregon's libraries.</p> <p>Commits to the Library's continuous improvement goals by participating in agency committees, workgroups, task forces, and project meetings.</p>
Ongoing	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>Supports the agency's volunteer program to achieve the mission and goals of the volunteer Program Strategic Plan.</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; engages team in supporting Affirmative Action goals; Recognizes value of individual and cultural</p>

			differences and creates work environment where individual differences are valued and respected. Regular attendance is an essential function required to meet the demands of this position and provide necessary services.
5%	NC	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 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 Library Support & Development Services programs.
 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.

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
 Attorney General's opinions affecting agencies and libraries; Standards for Oregon Public Libraries as approved by the Oregon Library Association; policies adopted by the American Library Association; and conventions and practices commonly accepted by professional librarians.
 SEIU Collective Bargaining Contract.

b. How are these guidelines used?

The SEIU contract is used for personnel administration.
 Federal laws and regulations are used in administering federal LSTA grant programs. State laws, administrative rules, and attorney General's opinions are interpreted in administering state aid to public libraries and in providing consulting assistance to libraries. Standards, policies and accepted conventions are used in providing consulting assistance to libraries.
 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?
State Library staff	In-person, email, phone	Supervision, program leadership and quality improvement of team and program services.	daily
State Library Board members & members of Advisory Councils	In-person, email, phone	Provide information, present proposals and requests, and communicate about Library Support & Development activities	Bimonthly
Library workers throughout the state	In-person, email, phone	Provide information and consultation about State Library programs and services and library-related laws and policies	monthly

SECTION 7. POSITION RELATED DECISION MAKING

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

In consultation with the State Librarian, the Program Manager decides on objectives and methods to achieve State Library Board and agency goals. The Program Manager encourages participative decision making within the division and has responsibility for assuring timely and effective decisions about work processes, customer services and continuous program improvement. Facilitates decision-making about work assignments to meet objectives; recommends or initiates personnel actions such as promotions, transfers, or disciplinary action in order to ensure adequate and competent staffing for the programs; interprets agency, state and federal policies and guidelines in making decisions relating to the administration of state and federal grant programs; makes decisions in relation to the collection and dissemination of annual statistical information from Oregon libraries, and makes decisions in connection with providing consulting services to libraries.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principal Executive/ Manager G	5430001	In person	Ongoing	Evaluate the quality of work and review and update individual priorities.
Principal Executive/ Manager G	5430001	In person and writing	Annually	Evaluate the progress in meeting annual goals and objectives and set goals for the following year.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? _____ 7
- 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 checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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 Oregon State Library

- Open to Opportunity
- Excellent Customer Service
- Strong Community
- Professionalism
- Personal Leadership

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.

This individual must have training skills to educate or instruct others about all aspects of the Library Support & Development program.

Special Requirements:

A Masters in Library Science (MLS) degree from an accredited institution; and 6 years of library experience, with a minimum of at least 2 years of managing library-related services and technologies.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Library Support & Development Services 2019-2021	\$2,377,795	General Funds
	\$204,970	Other Funds
	<u>\$5,058,368</u>	Federal Funds
	\$7,641,133	Total

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
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Appointing Authority Signature	Date
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