



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
8/23/22

Agency: State Library of Oregon

Facility: State Library Building

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Librarian
b. Classification No: C220
c. Effective Date: 2/01/2011
d. Position No: 2007.013
e. Working Title: E-Resources and Reference
f. Agency No: 54300
g. Section Title: Government Information and
h. Budget Auth No: 000275270
i. Employee Name: vacant
j. Repr. Code: OAS
k. Work Location (City - County): Salem- Marion
l. Supervisor Name: Caren Agata
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [] Executive [x] Professional [] Administrative
o. Eligible for Overtime: [] Yes [x] 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.

This position is located in the Government Information and Library Services Division. Government Services is responsible for delivering essential library services and resources to state government employees, including access to the highest value information tailored to meet the research needs of state agencies.

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:

This position is responsible for the life cycle of electronic resources licensed through the State Library and made available to Oregon State employees, including evaluation, selection, licensing, and administrating these resources. Duties include vendor relations, managing and maintaining the library databases, resource integration, and collecting and sharing relevant statistics.

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
40%	NC	E	Electronic Resources <ul style="list-style-type: none"> • Responsible for selecting, negotiating, purchasing, licensing, evaluating, and deselecting of e-resources • Compiles, analyzes and assesses resources, tracking usage and providing monthly and annual statistics of e-resources • Coordinates staff training on use of e-resources • Works with web services and technical services to assure seamless access • Ensures accessibility for e-resources to authorized users • Maintenance of serials access records with link resolution
30%	R	E	Reference Services <ul style="list-style-type: none"> • Participate in all reference services activities, including embedding with agencies and on-call reference coverage • Respond to research queries through all communication channels, including phone, e-mail, chat, and in person • Create, edit, and update content for patron and public facing services • Develop, edit, and update online research guides and tutorials • Active participation in division meetings, workgroup meetings, and special projects.
30%	NC	E	Outreach and Training <ul style="list-style-type: none"> • Participate in Outreach Services (workgroup and promotions) • Act as an Embedded Librarian to various state agencies, providing specialized instruction, training, and marketing of services • Develop and deliver curriculum • Give live in-person and virtual presentations about State Library resources and services

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

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
 State Library of Oregon procedures and guidelines
 Government Information and Lib

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?
State Library staff, state agencies, legislative staff, general public, other libraries' staff	In person, phone, email, online chat, conferences	Provide assistance and outreach	Daily

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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 tasks and activities including assigning and 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
Program Manager PEM D	2010.002	Written, in person, phone and teams meetings	Daily, weekly, monthly, division meetings and regular quarterly check-ins in Workday	To evaluate the progress in meeting the annual goals and objectives, and plans for improvements
Colleagues		Emails, meeting feedback, online survey, in person	On a continuing basis	To provide feedback on the employee's progress for inclusion in the evaluation by the program manager.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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 |

- Responds to grievances
- Disciplines and rewards

- 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:

SPECIAL REQUIREMENTS:

- A master’s in library science (MLS) or equivalent degree from an American Library Association accredited institution; and experience in one or more specific library disciplines.
- Presentation skills
- 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

Evidence or familiarity with the following:

- Performing research or answering reference inquiries
- Working with online government information and documents

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

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

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