STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11/05/2026

Agency: State Library of Oregon

☐ New ☒ Revised

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title:	State Library Specialist 1	**b.** Classification	C0251
c. Effective Date:	7/01/2011	**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:	000275030
i. Employee Name:		**j.** Repr. Code:	OAS
k. Work Location (City – County):	Salem—Marion		
l. Supervisor Name:	Jen Robinson		

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 Board appointed by the Governor under ORS 357. The mission of the State Library is to cultivate, preserve, and deliver library and information services to foster lifelong learning and community engagement.

We operate on a biennial budget of approximately $19 million with 40 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 local 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 in the Talking Book and Braille Library (Talking Books) division. 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.

The program is a partnership between the State Library and the Library of Congress, which provides the books and reading equipment without charge. The State Library is the designated "regional library" for Oregon, one of 56 throughout the country. Postal service regulations allow books to be mailed to Talking Books' borrowers without charge. Our collection includes over 90,000 audio books and descriptive video volumes.

Currently, about 4,200 Oregonians are registered borrowers with an additional 400 institutional accounts. In the last completed fiscal year, circulation totaled over 420,000 books and other materials – an average of 1,500 per working day.

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 the Talking Book and Braille Library 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 Patron 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
30%	NC	E	**Circulation of Materials** • 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 and defects • Clean cartridges and containers • Receive mail truck delivery and sort hampers daily • Training and task support for Circulation Volunteers; liaison with Talking Books Volunteer Coordinator on Circulation needs and ongoing issues

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

30%	NC	E	**Circulation of Equipment** • 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 • Produce and maintain supplemental materials, inserts, and other information sent with equipment
30%	N	E	**Patron Services Support** • Resolve Tier 1 (basic) Patron Service issues via email, phone, and mail. • Enter more complex patron questions in Ticketing System for follow up by SLS2, AS2, or Librarian. • Processes book requests from users sent via voicemail, email, and mailed letters.

5%	NC	E	**Other Daily Duties**
			• Monitor loading dock door and receive deliveries
			• Regular cleaning of circulation work areas and associated equipment
			• Monitor supplies such as,
			  • Mailing materials for circulation
			  • Shipping materials for equipment
			  • Equipment cleaning supplies

5%	NC	NE	**Agency Participation** • Participates in division ad hoc groups, projects, and tasks as needed. • Participates in State Library committees, projects, and tasks as needed. • 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.

Cubical workspace environment. Communicate orally and in writing about issues and topics related to the position. Employee may sit for long periods of time. Will use word processing and spreadsheet programs on a computer, copier, fax machine, and other

office equipment. Uses Internet to access software and e-mail. Handles library materials; responsible for moving mail carts weighing up to 50lbs, repetitive motion associated with handling 200 talking book mailing containers and checking in and out of library materials using a scanner.

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)
- Oregon Administrative Rules
- State and Agency policies and procedures
- Talking Books divisional procedures
- National Library Services network standards
- Federal postal regulations
- KLAS (Keystone Library Automation System) procedures
- Volunteer policies and procedures
- Talking Books Division Process Documents
- Patron Services Manual

b. How are these guidelines used?

These laws, policies, and guidelines are used to comply with federal standards and laws for this program, to maintain bibliographic integrity of OSL KLAS catalog, to serve Talking Books' customers in an excellent manner, and to comply with agency policies.

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, or email	To work on agency business	Daily
Library Patrons	In person, phone, or email	To provide materials, answer questions, take materials requests	Daily
Volunteers	In person, phone, or email	To train and/or work with	Daily
Regional and national libraries, including NLS	By phone, email, or virtually	Regarding standards and best practices	Occasionally

Note: *If additional rows of the below table are needed, place curser 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.

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 coordinator or management approval. Close communications about decisions with the unit coordinators and immediate coworkers is important for effective decision making.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Program Supervisor	0503001	In person, phone, or virtually	Monthly	Regular check ins; Review and progress of work
Program Supervisor	0503001	In person, phone, or virtually	Quarterly	Performance Evaluation

Note: *If additional rows of the below table are needed, place curser 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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ 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:

You are responsible for performing position duties in a manner which aligns with the core values of the State Library of Oregon:

- Equity: We challenge our personal and organizational biases in order to improve our practices and better serve all communities.
- Access: We commit to ensuring information is preserved, discoverable, and available.
- Collaboration: We invest in sustained and intentional partnerships by sharing expertise and resources to achieve mutual goals.
- Public Service: We deliver excellent customer service and stewardship of resources to support democracy and the public good.
- Adaptability: We anticipate and evolve as needs change to deliver innovative results to our customers, to our partners, and to each other.

You are responsible for performing and fostering a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful, and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team- oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

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

Operating Area	Biennial Amount ($00000.00)	Fund Type

Note: *If additional rows of the below table are needed, place curser 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