



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
6/20/16

Agency: Oregon State Library (OSL)
Division: Government Information and Library Services
(Government Services)

[ ] New [X] Revised

This position is:

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

SECTION 1. POSITION INFORMATION

Form with fields a-j: Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position, FLSA, etc.

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 Oregon State Library is 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 provide leadership and resources to continue growing vibrant library services for Oregonians with print disabilities, the Legislature and state government, and all Oregonians through local libraries.

The Government Information and Library Services (Government Services) Division is funded by an assessment from most state agencies to provide information services. The mission of the Division is twofold:

- Government Services provides high quality information services to assist state employees in the efficient performance of their jobs and in more effective decision making for state government. This service includes primary responsibility for the acquisition, distribution, and provision of access to state documents.
• Government Services also provides general research assistance to citizens of Oregon in the use of the Oregon State Library's collections, which emphasize Oregon government and its publications. As part of

this service, we partner with other organizations (such as Answerland, and the Federal Depository Libraries Program (FDLP)) when such partnerships benefit the Library and its constituencies.

To accomplish this mission, the Government Services Division provides library users with information, materials and electronic resources. These functions include access to and distribution of materials from the Oregon State Library, other libraries, and full text providers to state agency customers in electronic and/or paper format.

The Government Services Division has a detailed service model providing general information about their services and constituencies. The division is structured into workgroups, each of which focuses on a specific set of products, services, or support activities.

As the division charged with operating technical services, reference services, the Oregon document collection, and access to the library's collections, Government Services plays a role in serving all of Oregon.

**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 and direct all aspects of Government Information and Library Services programs.

**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
50%	R	E	<p>Provides leadership for all Government Services program activities and workgroups, including supervision, priority-setting, strategic planning, resource allocation, and project management and review.</p> <p>Manages the performance measurement of programs and evaluates the quality of services provided through review of reports and statistical data and conferences with reporting staff. Establishes reporting relationships and administrative controls over program and support operations.</p> <p>Areas of focus include:</p> <ul style="list-style-type: none"> <li>• Provision of quality information services to state agency personnel, including reference services, location and delivery of documents and other information sources, online services, current awareness and news delivery, and promotion of and training in the use of services;</li> <li>• Development and maintenance of the Library collection, including specialized research materials, serial publications, Federal publications, electronic resources, and other materials needed to meet the mission of the State Library;</li> <li>• Operation of the Oregon Document program including acquisitions, processing and classification, description and access, preservation, depository management and the Oregon Documents Repository;</li> <li>• Operation of technical services, including acquisitions, serials management, cataloging, processing, and stacks maintenance;</li> </ul>
20%	R	E	<p>Promotes and maintains working relations with other state government agency staff through regular meetings consulting on developing collections and services designed to meet state government information needs.</p> <p>Participates in relevant state government committees, task forces, etc., representing the State Library. Serves as project lead on key cross-program</p>

			<p>projects and activities.</p> <p>Coordinates activities with other agencies to ensure compliance with established objectives; program priorities; and applicable laws, policies, rules and regulations.</p> <p>Reviews information from users of agency services and interested community and professional groups in order to determine what improvements are needed.</p> <p>Serves as the primary contact with the Government Information and Library Services Advisory Council to the State Library Board and coordinates meetings of this Council.</p> <p>When requested, represents and speaks for the State Library at national, regional and state library association meetings, and other library-related meetings.</p>
20%	R	E	<p>Performs supervisory functions for the program by managing individual employee performance through accepted performance management principles and practices; interviewing, selecting and assuring training for new staff; providing staff development opportunities; hearing and resolving employee grievances; and recommending or initiating personnel actions such as promotions, transfer, or disciplinary action in order to ensure adequate and competent staffing for the programs.</p> <p>Actively supports agency Affirmative Action and EEO goals; engages division in supporting Affirmative Action goals; recognizes value of individual and cultural differences and creates work environment where individual differences are valued and respected.</p>
5%	R	E	<p>Participates fully with other managers to further the agency's mission, strategic imperatives and objectives; participates in policy development, preparation of biennial and interim budget requests, and bimonthly State Library Board meetings; communicates vision and direction, interprets higher level decision, provides policy guidance and direction, clarifies priorities, and guides division in their specific activities to accomplish the agency's mission; gives recognition to individuals and teams.</p>
5%	R	E	<p>Coordinates the preparation of biennial and interim budget requests for the program to project resource needs and prepares required documentation for incorporation in the agency's budget request. Supervises and collaborates with Government Services division in regular review of expenditures in key areas. Provide preliminary approval for extraordinary and occasional workgroup expenditures.</p>
Ongoing			<p>Perform position duties in a manner which aligns with the core values of the Oregon State Library</p> <ul style="list-style-type: none"> <li>○ Open to Opportunity</li> <li>○ Excellent Customer Service</li> <li>○ Strong Community</li> <li>○ Professionalism</li> <li>○ Personal Leadership</li> </ul> <p>Fosters and promotes the importance and value of a diverse, discrimination and harassment-free workplace; respects diversity of opinions, ideas, and cultural differences; and support outreach and diversity-related efforts in order to diversity the workforce.</p> <p>Develops good working relationships with division and agency staff through active participation in accomplishing group projects.</p> <p>Regular attendance is an essential function required to meet the demands of this job and provide necessary services.</p>

			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.
- Extensive daily use of computers and related office equipment.
- Extended periods of use and exposure to computer monitors.
- Occasional meetings at other state agencies in Salem and other locations.
- Occasional irregular hours and travel.

#### 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; American Library Association; DAS/SEIU Local 503 Special Agencies Coalition Collective Bargaining Agreement; Department of Administrative Services (DAS) State policies; and State Library policies, procedures and guidelines.

b. How are these guidelines used?

Oregon Revised Statutes, Oregon Administrative Rules and agency policies are used as guidelines to show limits of authority. SEIU Contract is used in personnel administration.

#### 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?
Other state, federal and local agencies	Email, phone, in-person, other written communication	To promote, develop, and coordinate information systems and services, consultation regarding planning.	Monthly
Representatives of private businesses, industries and professional organizations	Email, phone, in-person, other written communication	To provide advocacy and explain policy and the needs of target populations served.	Monthly
Elected officials, personal referrals and/or networks, professional organizations, media representatives, general public	Email, phone, in-person, other written communication	Advise, train, assist, discuss, interpret policy or procedures.	Monthly
Official partnerships	Email, phone, in-person, other written communication	To develop and maintain business relationship.	Weekly

**SECTION 7. POSITION RELATED DECISION MAKING**

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

The program manager decides on objectives and methods to achieve state library board and agency goals in consultation with the state librarian; when appropriate, encourages participative decision making within the division and has responsibility for assuring timely and effective decisions about work processes and customer service; facilitate decision-making about work assignments to meet objectives; recommends or initiates personnel actions such as promotion, transfers, or disciplinary action in order to ensure adequate and competent staffing for the program; interprets agency, state and federal policies and guidelines in making decisions relating to delivering government information and library services ; recommends improvements and enhancements to library information resources and services; makes operation decisions about cooperative projects with other state library divisions, state agencies, organizations, and libraries which affect the information-delivery effectiveness and efficiency of the agency.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
State Librarian	5430.001	In person	At least annually and throughout the year.	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? 16  
 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:

**SPECIAL REQUIREMENTS:**

- A Master in Library Science (MLS) degree or Master in Public Administration (MPA) degree from an accredited institution; and 2 years of library experience, with a minimum of at least 2 years of supervision and management or program/project leader experience.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Government Research Services	\$4,536,117.00	Other Fund
	\$32,155.00	Federal Fund
<b>Total Expenditures</b>	<b>\$4,568,272.00</b>	

**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