



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Senior Librarian <i>(will consider a Librarian)</i>
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	\$4,959 - \$6,206
LOCATION:	Library Office, Administrative & Financial Management Division
FINAL FILING DATE:	Until Filled

Under the general direction of the Staff Services Manager II (SSM II), serves as Head of Energy Commission Library. The incumbent is lead of the Energy Library, and provides direction for other Library support staff. The Senior Librarian manages Library programs, which include administration and library automation; collection development; reference; on-line services; interlibrary loans; ordering and receiving; cataloging; and serials control.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of on-line cataloging systems, such as OCLC's Connection
- Knowledge of and experience with Anglo-American Cataloging Rules and practices
- Knowledge of library automation systems such as SydneyPlus
- Knowledge of cataloging principles and procedures and experience using AACR2, RDA, MARC records
- Skills in locating information and on-line literature searches using various electronic resources
- Ability to serve patrons while completing other duties
- Ability to work effectively both independently and as a part of a team in a small office setting
- Excellent people skills and a strong customer service orientation
- Ability to communicate effectively both verbally and in writing
- Ability to coordinate activities, organize priorities and delegate effectively
- Working knowledge of Microsoft Office programs
- Knowledge of State purchasing, inventory and accounting procedures is a plus

WHO MAY APPLY: Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature. Electronic applications will be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #207-195 and Position #535-207-2943-001 in the "Explanation Section" of the STD 678.** Resumes are welcomed but do not take the place of the completed State Application STD 678. Applications will be screened for



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experience and only the most qualified will be contacted for an interview.

NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.

PLEASE NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #208-135
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

