

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY
DUTY STATEMENT

Current Proposed

POSITION INFORMATION	
Approval Date:	Effective Date:
Position Control Number:	Position Number: 175-200-2958-946
Bureau/Section: Library Development Services	Classification: Library Programs Consultant: Limited Term
Specific Location Assigned: Sacramento	Working Title: Library Programs Consultant (Continuing Education): Limited Term
Working Hours/Scheduled to be Worked: 8 a.m. – 5 p.m., Monday - Friday	Incumbent:

CONFLICT OF INTEREST

Conflict of Interest Filing (Form 700) required Not Applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

DEPARTMENT STATEMENT

YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY’S (STATE LIBRARY) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE STATE LIBRARY TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

DUTIES AND RESPONSIBILITIES OF THE POSITION

Job Description: The Library Programs Consultant (Continuing Education) is responsible for planning and implementing the State Library’s statewide continuing education and professional development activities for the library community and Californians and implementing related programs, grants, and partnerships, to align with the federal Institute of Museum and Library Services goals and the Library’s Five-Year Plan for grant making, strategic plan, institutional goals, and/or industry defined trends in library services.

Under the general direction of the Library Development Services’ Assistant Bureau Chief, and in coordination with other State Library staff, the incumbent provides advice and consultative services to members of the California library community; develops and implements library initiatives and grant programs; establishes and maintains partnerships; develops, reviews, and interprets relevant state and federal regulations; and conducts studies and research regarding the planning, evaluation, and administration of new programs.

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PERCENTAGE OF DUTIES	ESSENTIAL FUNCTIONS
45%	<p>Program Development and Implementation</p> <ul style="list-style-type: none"> • Conceptualizes, develops, and implements equity-based statewide continuing education and professional development programs focused on providing support and development services for California libraries, library workers, and Californians. This includes but is not limited to needs assessment; asset mapping; and program design to include identifying project scope and activities, training needs, evaluation methodologies, and implementation requirements and strategies. • Conducts research to support the development of continuing education and professional development programs and maintains current awareness of library services, library communities, continuing education, and other related services and trends. • Establishes and maintains appropriate partnerships, including with other state government departments, communities, statewide and local agencies, corporations, and nonprofits, to amplify the impact of continuing education and professional development programs and related projects.
40%	<p>Program Development and Management</p> <ul style="list-style-type: none"> • Develops and implements training and technical assistance services to support the library community in designing projects and applying for funds. • Provides consultation, advice, and technical assistance to support the library community in implementing funded projects, to include individual consultation and strategic assistance, group information sessions, and communities of practice. • Develops and makes available resources to support the library community in staying informed about core and new library services, technologies, and trends, including project development, grant writing, and artificial intelligence. • Works with the Communications Section and Information Technology Bureau to create and maintain related web and social media pages and program communications. Serves as a primary point of contact for enquiries about continuing education and professional development programs. • Consults with libraries, library cooperatives, and consortia on the State Library’s continuing education programs, grant programs, and various aspects of library services and management. • Serves as State Library liaison to one or more cooperative library systems, ensuring that system members are informed on current and upcoming funding opportunities and projects, and functioning as a point person for system members with questions about the State Library and its services.

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	<ul style="list-style-type: none"> • Represents the State Library at meetings and events. • Makes presentations to libraries and public bodies on the State Library, Library Development Services, and statewide projects and initiatives.
10%	<p>Grant Program Development and Management</p> <ul style="list-style-type: none"> • Works in a team environment to plan, develop, and implement the State Library’s grant programs and strategic plan, including an annual work plan to determine the statewide projects for implementation in the coming year; the California Library Services and Technology Act Investment Plan 2023-2027 for the Institute of Museum and Library Services’ grants to California under the federal Grants to States Program; and strategic planning for the State Library and the Library Development Services Bureau, in alignment with institutional goals and industry-identified trends. • Contributes to research and reports as required by the Chief of Library Development Services and the State Librarian’s Office.
PERCENTAGE OF DUTIES	MARGINAL FUNCTIONS
5%	<p>Participates in the day-to-day business of the Bureau, to include participating in staff meetings and contributing regular activity reports; Serves on State Library internal working groups and committees as assigned. Provides input into the continuous improvement of administrative processes. Performs other duties as assigned.</p>
WORKING ENVIRONMENT	
<p>Supervision Received: The Library Programs Consultant reports to the Library Programs Administrator (Assistant Bureau Chief), Library Development Services Bureau.</p>	
<p>Supervision Exercised: The Library Programs Consultant serves as lead for teams that may include other CSL staff, outside consultants, and contractors, and may direct the work of other team members.</p>	
<p>Administrative Responsibility: Provides input into the continuous improvement of the administration of the Library Development Services Bureau and grant program policies and procedures.</p>	
<p>Personal Contacts: The Library Programs Consultant has daily contact with the employees of the Library Development Services Bureau as well as numerous supervisors and employees of other California State Library Sections and Bureaus, including the Information Technology Bureau, State Librarian’s Office, Communications Section, and the Administrative Services Bureau. The incumbent has frequent contact with public library employees and stakeholders. The incumbent also has frequent contact with the State Librarian, Deputy State Librarian, and other members of the State Library Executive Team.</p>	
<p>Actions and Consequences: Failure to perform effectively the duties of the position could result in substandard decision-making, waste of state and federal resources and inefficiency. The image and functioning of the library could be damaged, leading</p>	

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to negative publicity and potential loss of programmatic support. Failure to effectively perform the duties of the position could result in denying or retracting funding for grants, departmental inefficiency, and could have severe consequences.

Functional Requirements: No specific physical requirements are present; the incumbent works up to 40 hours per week remotely or in an office setting, with artificial light and temperature control; longer work weeks may be necessary and expected to accomplish the Library Programs Consultant responsibilities within the Library Development Services Bureau. Daily access to and use of a personal computer and telephone (90%) is essential. Sitting and standing requirements are consistent with office work. Incumbent is expected to travel occasionally (<5%), when necessary to attend forums, meetings or to provide consultation or training, etc.

Other Information: Advocates for and incorporates Digital First initiatives in projects; Guided by the principles of excellent customer service and in alignment with Digital First initiatives, provides services to state employees, members of the public, and to other libraries via in-person, telephone, email, and other online transactions.

SUPERVISOR CERTIFICATION AND SIGNATURE

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.

Supervisor Name (Print)	Supervisor Signature	Date:
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EMPLOYEE STATEMENT AND SIGNATURE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

Employee Name (Print)	Employee Signature	Date:
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