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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STATE OF OREGON POSITION DESCRIPTION** | | | | | | **Position Revised Date: 1/15/2023**  **This position is:** | | |
|  | | | | | |  | | |
|  | | | | | |  | | |
| Agency: State Library of Oregon Division: Government Information and Library Services  Facility: State Library Building  New  Revised | | | |  |  | Classified - Represented Unclassified  Executive Service  Mgmt Svc – Supervisory Mgmt Svc – Managerial Mgmt Svc - Confidential | | |
| **SECTION 1. POSITION INFORMATION** | | | | | | | | |
| **a.** Classification | | Librarian | |  | **b.** Classification No: | | C2220 | |
| **c.** Effective Date: | | January 1, 1968 | |  | **d.** Position No: | | 2007008 | |
| **e.** Working Title: | | Digital Preservation & Special Collections librarian | | | **f. Agency No:** | | **54300** | |
| **g.** Section Title: | | Government Services |  |  | **h.** Budget Auth No: | | 000275250 | |
| **i.** Employee Name: | | vacant |  |  | **j.** Repr. Code: | | OA | |
| **k.** Work Location (City – County): | | | Salem - Marion | |  |  |  | |
| **l.** Supervisor Name (Optional): | | | Caren Agata- Program Manager | | | | | |
| **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 | | Eligible for Overtime: | | Yes xNo |
| **SECTION 2. PROGRAM AND POSITION INFORMATION** | | | | | | | | |

# 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 39.47 FTE.

The State Library consists of four divisions. 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 is with the Government Information and Library Services division which provides quality information services to assist state employees in the efficient performance of their jobs and in more effective decision making for state government.

# 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 provide library services to State employees of Oregon and members of the public. The primary areas of responsibility are to develop and maintain preservations systems and services for digital materials, focusing on digitized and born digital materials. Responsible for maintaining and managing the State Library, Special Collections. The incumbent will also participate in reference, instruction, and outreach 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** |

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

|  |  |  |  |
| --- | --- | --- | --- |
| 35 % | R | E | **Digital Preservation**   * Develop and implement preservation strategies, policies, and best practices for long term access, management, and preservation of digital content in all relevant collections, including both digitized and born digital materials. * Monitor digital preservation activities to ensure the ongoing integrity, authenticity, and accessibility of digital collections. * Research emerging preservation methods such as software emulation and digital forensics, while focusing on the sustainable preservation and flexible approaches to long term preservation challenges. |
| 40% | R | E | **Reference, Outreach, and embedded Services**   * Participate in all reference services activities. Respond to research queries, through all reference channels (phone, email, chat) * Edit, update, and create content for public facing services, including online guides and tutorials * Participate in Outreach Services as part of the Embedded librarian program, working closely with state agencies to provide instruction, training, and marketing of services. * Develop and deliver curriculum. * Consult with library patrons on areas of subject expertise. * Participate in Outreach Services (workgroup and promotions) * Give live in-person and virtual presentations about State Library resources and services. |
| 20% |  |  | **Special Collections**   * Coordinate Special Collections and Preservation workgroup * Organize, display, and promote exhibits drawn from library digital and special collection materials. * Collaborate on appropriate rehousing and locating of unique and single copy ORDOCS. * Review collection policy to determine what if any materials should be weeded. * Review gifts and donations for inclusion in collections | |
| 5 % |  |  | **Catalog Services**   * + Review descriptive data for library materials according to established standards; consult with Cataloging Services Librarian for complex materials   + Assign subject to library materials in consultation with Cataloging Services Librarian | |
| 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 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**

# 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

SEIU/OPEU Special Agencies Coalition Collective Bargaining Agreement

Statewide policies

Oregon E-Government guidelines and policies

State Library of Oregon procedures and guidelines

# 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, public, other libraries’ staff | In person, phone, email, online chat, conferences | Provide assistance and outreach | Daily |

**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 | 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 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. |
| **SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY** | | | | |

* 1. How many employees are directly supervised by this position? 0 How many employees are supervised through a subordinate supervisor? 0
  2. Which of the following activities does this position do?

Plan work Coordinates schedules

Assigns work Hires and discharges

Approves work Recommends hiring

Responds to grievances Gives input for performance evaluations

Disciplines and rewards 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:

Perform position duties in a manner which aligns with the core values of the Oregon State Library

* 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.
* Future Readiness: We anticipate and respond to evolving trends and needs of all Oregonians.

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.

Develops good working relationships with division and agency staff through active participation in accomplishing group projects.

Regular attendance is an essential function required to meet the demands of this job and provide necessary services.

**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 |
| **NA** | **NA** |  |
| **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