

## EDITED KSAPC LISTING

### CLASSIFICATION: PRINCIPAL LIBRARIAN

**NOTE:** Each position within this classification may perform some or all of these KSAPCs.

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Comprehensive knowledge of theories, objectives, principles, and techniques of librarianship to oversee various Library programs.
K2.	Advanced knowledge of standard reference materials to oversee standardization and maintenance of reference collections.
K3.	Advanced knowledge of established techniques and practices such as the Dewey Decimal System and the Library of Congress system for classifying and cataloging material to ensure that institutional libraries cataloging systems are accurate.
K4.	Comprehensive knowledge of reference interviewing techniques, standard search strategies, commonly used bibliographic information sources, and professional journals in the library field to assist CDCR staff as needed.
K5.	Comprehensive knowledge in the use of electronic search engines for topical research in order to assist CDCR staff as needed.
K6.	Advanced knowledge of Library purposes, trends, and organizations to oversee and implement library services statewide.
K7.	Comprehensive knowledge of complex bibliography terminology to assist CDCR staff as needed.
K8.	Comprehensive knowledge of specific subject fields and where they are located within the California Government to assist CDCR staff as needed.
K9.	Basic knowledge of programs in the major California libraries in order to assist CDCR staff as needed.
K10.	Basic knowledge of principles and best practices of supervision to oversee all aspects of Library programs.
K11.	Comprehensive knowledge of a supervisor's responsibility for promoting equal opportunity in hiring, employee development, promotion, and for maintaining a work environment that is free of discrimination and harassment to assist CDCR staff as needed.
K12.	Advanced knowledge of advanced and complex problems regarding reference, research methods, cataloging, and other major library functions in order to oversee library programs.
K13.	Comprehensive knowledge of principles and best practices of employee development and training to oversee all aspects of library programs.
K14.	Advanced knowledge of library administration and finance to oversee all aspects of library programs.
K15.	Basic knowledge of economic and social trends as they relate to library program development to oversee all aspects of library programs.
K16.	Comprehensive knowledge of the Department's mission, goals, policies, and programs to oversee and ensure compliance within all library program aspects.

*KSAPCs highlighted in bold text are not currently on the SPB classification specification*

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<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K17.	Comprehensive knowledge of modern methods of program evaluation to oversee and ensure compliance within all library programs.

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Ability to apply professional knowledge to effectively assist CDCR staff in resolving the practical problems of the job in relation to library programs
A2.	Ability to establish and maintain professional and cooperative relationships with CDCR staff, incarcerated offenders, and the public that may be contacted during the course of work.
A3.	Ability to provide effective and timely customer service as needed.
A4.	Ability to effectively use computer programs, systems, and databases to perform professional library functions and administrative oversight in order to ensure library program compliance.
A5.	Ability to analyze situations quickly and accurately in order to take the appropriate effective corrective action that will ensure library program compliance.
A6.	Ability to communicate effectively and in the appropriate format with CDCR staff, incarcerated offenders, and the public on a daily basis.
A7.	Ability to provide leadership in the formulation and recommendations of needed changes regarding complex library program methods and procedures in order to ensure library program compliance.
A8.	Ability to apply creativity in the formulation and recommendations of needed changes regarding complex library program methods and procedures in order to ensure library program compliance.
A9.	Ability to modify standard library practices and techniques in order to ensure institutional safety and security in conjunction with library program compliance.
A10.	Ability to adapt computer programs and operating systems to conform to departmental policies and regulations while maintaining functionality for library program use.
A11.	Ability to plan the work of professional, technical and/or clerical personnel according to job specifications/duty statements as needed.
A12.	Ability to organize the work of professional, technical and/or clerical personnel according to job specifications/duty statements as needed.
A13.	Ability to direct the work of professional, technical and/or clerical personnel according to job specifications/duty statements as needed.
A14.	Ability to evaluate the work of professional, technical and/or clerical personnel according to job specifications/duty statements as needed.
A15.	Ability to effectively promote the Department's Equal Employment Opportunity objectives and maintain a work environment that is free of discrimination and harassment.
A16.	Ability to develop program criteria in accordance with departmental policies and regulations, in order to ensure that library programs meet the criteria for all compliance related issues.

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A17.	<b>Ability to implement program criteria in accordance with departmental policies and regulations, in order to ensure that library programs meet the criteria for all compliance related issues.</b>
A18.	Ability to evaluate program criteria in accordance with departmental policies and regulations, in order to ensure that library programs meet the criteria for all compliance related issues.
A19.	Ability to effectively direct major library programs and the work of professional library staff in order to ensure that library programs are operating and maintaining full program compliance.
A20.	Ability to work effectively with top level management staff in order to meet library program operational needs.