



## **LIBRARY PROGRAMS CONSULTANT**

### **Supplemental Application**

#### **INSTRUCTIONS**

Thank you for your interest in the position of Library Programs Consultant at the California State Library.

In order to be considered for these jobs, it is first necessary for you to take and pass a civil service examination with a score that is among the highest of the applicants who take the test.

Along with submission of a detailed resume, completion of this supplemental application is the examination process. This supplemental application solicits specific information about your experience and background that is directly relevant to these jobs.

Please answer each question, clearly, concisely, and truthfully on the attached form. Failure to follow these instructions will result in elimination from the examination process. Please note that there is no save function in this exam and it must be completed in one seating.

There is no deadline for submission of your application materials. This examination process will be available throughout the year. As vacancies occur, all individuals who have submitted their information and passed the examination will be notified of the next steps to be considered for any available position.

The information you provide will be evaluated by a team of subject matter specialists who will rate your responses on the quality and clarity of your writing as demonstrated by your responses, as well as the breadth and depth of your relevant experience. You will be given an overall score on this supplemental application and this will determine your placement on the list of those who pass the examination. You will be notified in writing of your exam results.

If you place among the top candidates on the examination list (i.e., in the top three ranks) you may then apply for and be considered for individual job vacancies in this classification. In addition, the Department may contact you directly as vacancies occur.

If you are selected to be considered for hire into a vacancy, you will be invited to participate in a comprehensive hiring interview process consisting of the following:

- Submission of a standard state application
- A problem analysis exercise where you will be given documents and instructions to review and analyze the materials and prepare a memo discussing your conclusions,
- A visual resume where you will be asked to make a five minute stand-up presentation discussing your experience and qualifications for the job
- A set of interview questions designed to explore your specific qualifications

**We wish you luck in the process.**

## LIBRARY PROGRAMS CONSULTANT

### Supplemental Application

Name: \_\_\_\_\_

**Please affirm that you meet the following educational requirement: equivalent to graduation from a college or university and completion of a graduate degree from an accredited library school, or a library media credential issued by a teacher-credentialing commission authorizing service in California; or a graduate degree in a relevant or appropriate field.**

☐ Yes

☐ No

**Please describe the way in which your experience meets the minimum requirements for participation in this examination.**

☐ One year of experience in the California state service performing professional librarian duties at the level of responsibility equivalent to that of a Supervising Librarian II

☐ Two years of experience in the California state service performing professional librarian duties at a level of responsibility equivalent to that of a Supervising Librarian I or a Senior Librarian

☐ Four years of increasingly responsible experience in the development and administration of varied and complex library programs, at least two years of which shall have been comparable in level of responsibility to the class of Supervising Librarian I or Senior Librarian

Please see the [Class Specification](#) for a description of the Senior Librarian, Supervising Librarian I, and Supervising Librarian II jobs.

**1. Please rate your experience in forming multi-agency library partnerships in order to achieve a common goal.**

☐ None

☐ Limited

☐ Considerable

Please describe your experience to support your rating. Discuss the nature of the partnership, what was the goal of the partnership, what was the outcome of the project, and specifically, what was your role.

Name and email/phone number of person who can verify this experience:

**2. Please rate your experience in developing, administering, or monitoring grant funding for projects or activities.**

☐ None      ☐ Limited      ☐ Considerable

Please describe your experience to support your rating. Discuss the nature of the grant funding, what was the goal of the project, what was the outcome of the grant, and specifically, what was your role.

Name and email/phone number of person who can verify this experience:

**3. Please rate your experience with the development and/or revision of library policies and procedures.**

☐ None      ☐ Limited      ☐ Considerable

Please describe your experience that supports your rating. Discuss the subject of the policy or procedure, the problem to be addressed and the way in which the policy addressed this problem. Please be specific regarding your role in the process.

Name and email/phone number of person who can verify this experience:

**4. Please rate your experience in conducting research and studies relating to the planning of grant programs.**

☐ None      ☐ Limited      ☐ Considerable

Please describe your experience that supports your rating. Discuss the purpose of the research or study, the nature of the conclusions and recommendations, whether the study was presented in a written report and/or verbal presentation, and specifically, your role in the process.

Name and email/phone number of person who can verify this experience:

**5. Please rate your experience in evaluating library programs to determine their effectiveness and opportunities for improvement.**

☐ None      ☐ Limited      ☐ Considerable

Please describe your experience that supports your rating. Discuss a program that was evaluated, the extent and scope of the evaluation process, the evaluation instruments/techniques used and why they were selected, and specifically, your role in the process.

Name and email/phone number of person who can verify your experience:

**6. Please describe the methods you use to stay abreast of best practices and the latest trends in library services and technology.** Discuss any association affiliations, conferences/seminars attended, training attended or given, or any other resources utilized. Discuss your roll in any associations (eg. member, officer) and the extent of your participation in conferences/seminars/training programs (organizer, participant, speaker, etc.)

**7. If one were to contact your current supervisor, how would he/she rate your overall work performance.**

☐ Average      ☐ Above Average      ☐ Outstanding

Name and email/phone number of current supervisor:

☐ By checking this box, I hereby certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that all information is subject to verification and that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the State of California.

Signature\_\_\_\_\_

Date\_\_\_\_\_