

## **OFFICE OF THE SECRETARY/PARLIAMENTARIAN OF THE SENATE**

Position: Senate Librarian

Hours: 9:00 a.m. - 5:00 p.m.\*

\***Session days:** If Session requires, stay late to ensure legislative needs are covered.

### **Summary:**

The Senate Library has served as a major source of information for the Institution for over two hundred years. The Secretary/Parliamentarian of the Senate oversees the Senate Library and its primary functions as a research reservoir and in its permanent museum displays and exhibitions.

The Librarian is responsible for the Senate Library administrative and legislative functions. He/she will manage the Library team that collects, catalogs and preserves materials for reference or collection. The Librarian will pioneer and manage any future digitization necessary for the Institution's use. The position also requires oversight and management of exhibits for the Senate Library, which includes research, script preparation, layout of each exhibit, coordination of Public relations materials with the Communications Specialist, related expenses, and more. The Librarian will oversee the collection and creation of the Historical Biographies of all Senators. The Librarian oversees administrative duties on Session days including, but not limited to, the ordering of caucus supplies for Session-day meetings. There are other prioritized duties as assigned by the Secretary, which are described below.

### **Primary Responsibilities:**

#### **(1) Collections**

The Senate Librarian maintains a diverse collection of Pennsylvania's legislative history which includes:

- The Laws of Pennsylvania, including Colonial Laws
- Legislative Journals and Histories of both the Senate and House
- Manuals of Pennsylvania and its precursor, Smull's Legislative Handbook
- Committee reports/transcripts of Senate or House hearings
- Annual Reports directly submitted to the Senate by various agencies and departments
- Reference and Directory collection
- Many unique and rare hidden gems for exhibitions

(2) **Historical Biographies**

Beginning in October of 2020, the Senate Library staff and Library Research Interns took over publishing Historical Biographies for every former Pennsylvania State Senator listed on the Legislative Data Processing Center's website. The Librarian will oversee the execution, research, maintenance and presentation of this project. The daily upkeep will be tracked by the Librarian and reported to the Secretary of the Senate.

(3) **Off-site Inventory**

Properly Care-for and account for the inventory of the back-up Library housed at an off-site location. It is critically important to carefully maintain a spare set of our collections in the events of an emergency or disaster to the current collection housed in the Senate Library. Our backup collection must be evaluated on a yearly basis. Manage the Library Continuity of Operations (COOP) plan.

(4) **Management**

Manage the personnel in the Library – Supervise daily the staff and any interns to ensure projects are handled on time and with exemplary customer service. Evaluate staff within the Library yearly through performance evaluations set forth by the Assistant Secretary. Become familiar with the Chain of Command for human resource needs as they relate to management. Assist with hiring of interns and library staff. Recommend appropriate training for the Library team.

(5) **Exhibitions/Displays**

The Senate Librarian is the caretaker and lead curator of the Library's exhibitions. Guests from all of Pennsylvania and the world have come to see the Library's museum-quality displays for a variety of topics, which have included:

- Opening Day of the Senate
- Violet Oakley's Capitol murals
- Early Years of the PA Senate
- Treasures of the Senate
- Constitutions of our Commonwealth
- Speakers and Presidents Pro Tempore of the Senate
- The Senate Library as the Caretaker of the Senate Past
- We Remember: Service to the State and Nation, which were wartime original artifacts, personally donated by Senate Members and Senate Librarians who served our Nation.

### **Primary Duties for Exhibitions:**

Oversight and creation of all new Senate Library exhibits, this includes developing the proposals for each new exhibit, which proposals are submitted for review and approval to the Secretary of the Senate.

Conducting research for all new exhibits, this involves working with the Senate Library team and our State Library partners and historical society partners, as well as utilizing our other exhibit partners (such as former Members, staff, and family members) as appropriate.

Coordinating with the Senate Library Team and Communications Specialist on the marketing image and all public relations materials for the new exhibits, subject to the Secretary's approval.

Preparing the scripts and final layout for each exhibit, with proper citations to authority and acknowledgements of special contributors, subject to the Secretary's approval.

Cataloguing and maintaining the items from each exhibit for posterity and future use, including updating the Library website and e-files with this information.

### **Additional Primary Duties:**

Researching Legislative Issues – The Librarian is responsible for knowing all available research tools for the purposes of aiding Senate staffers on legislative research.

Cataloging – The Librarian is responsible for knowing how best to catalogue our Senate history and collections, and properly maintaining care over newly acquired materials as well.

Greetings and Curating for Guests – From 2018 to 2020, there were over 10,000 visitors to the Senate Library. The Librarian will oversee the Library team in professionally greeting guests, and educating and sharing exhibitions or research knowledge upon request.

### **Other Miscellaneous Duties:**

Acknowledge gifts, memorials and loaned equipment – When necessary, sign loan agreements and properly acknowledge and catalogue temporary items.

Supervise ordering of books, library materials – Keep collections current and stocked and budget yearly for inventory needed.

Supervise ordering of supplies and equipment – Work closely with Secretary and Assistant Secretary for orders.

Draft Library-related articles for the SecSen Newsletter, the Dispatch.

**Required:** This is a non-partisan, Institutional position, as with all positions within the Office of the Secretary. The Librarian is expected to act accordingly in all dealings with Members and staff. The incumbent must maintain strict confidentiality in performing his or her duties in the Senate Library.

The Senate is committed to providing a safe work environment for all employees. Working safely is a basic responsibility of all employees. Upon employment, the Safety Coordinator will discuss and provide the Accident and Illness Prevention Program (AIPP) and protocols to the new hire. The AIPP provides information and technical assistance for the promotion of an accident-free workplace and is available on the Safety website and may be requested by contacting the Safety Coordinators.

Answering phones, processing mail, and filing as needed.

**The incumbent must demonstrate the following personal attributes:**

- Be honest and trustworthy;
- Be respectful;
- Be detail-oriented;
- Be organized;
- Be proficient in research, writing, typing and word processing;
- Be confident speaking in public;
- Be adept at handling multiple tasks in a fast-paced environment (Senate session especially);
- Be a team player;
- Possess cultural awareness and sensitivity;
- Be flexible;
- Demonstrate committed work ethic.