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| CS-214  REV 11/2002 |  | 1. Position Code |
|  | State of Michigan **Department of Civil Service**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
| Federal privacy laws and/or state confidentiality requirements protect a portion of this information. | POSITION DESCRIPTION |  |

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| This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.  This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.** | |
| 2. Employee’s Name (Last, First, M.I.) | 8. Department/Agency  Library of Michigan |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission)  library of Michigan |
| 4. Civil Service Classification of Position  student assistant | 10. Division |
| 5. Working Title of Position (What the agency titles the position)  student assistant | 11. Section |
| 6. Name and Classification of Direct Supervisor  Don Todaro, State Administrative Manager 15 | 12. Unit |
| 7. Name and Classification of Next Higher Level Supervisor  Randy Riley, State Administrator 18 | 13. Work Location (City and Address)/Hours of Work  702 W Kalamazoo street, lansing, mi |
| 14. General Summary of Function/Purpose of Position  This This position is in the Library of Michigan. Duties entail scanning and processing digital materials, shelving books and other library materials, processing library materials and assisting with mail. Many of the assignments require various computer software, and some tasks are repetitious in nature. | |
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| 15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.  List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent. |
| Duty 1 **General Summary of Duty 1 % of Time** **55**  Scanning and processing digital materials |
| **Individual tasks related to the duty.**   * Scan print documents using a variety of scanners * Process files to prepare them for loading into digital asset manager. This can include image editing, file renaming and organizing, running optical character recognition software, and data processing |
| Duty 2 **General Summary of Duty 2 % of Time** **20**  Shelving books and library materials in all collections |
| **Individual tasks related to the duty.**   * Retrieves materials, sorts, and shelves them in call number order. * Assists librarian with shifting materials and other tasks related to stacks management |

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| Duty 3 **General Summary of Duty 3 % of Time** **15**  General office duties |
| **Individual tasks related to the duty.**   * Assisting with processing mail * Mail delivery * Help staff with large mailings and other projects |
| Duty 4 **General Summary of Duty 4 % of Time** **5**  Processing of library materials |
| **Individual tasks related to the duty.**   * Assist library technician with processing tasks such as tattle-taping and affixing labels. * Prepares pamphlet binders and other protective enclosures. |

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| Duty 5 **General Summary of Duty 5 % of Time** **5**  Participates in other duties and projects as assigned |
| **Individual tasks related to the duty.**   * Discards withdrawn material * Updates information in online system * Assists in routine care of equipment |
| Duty 6 **General Summary of Duty 6 % of Time** |
| **Individual tasks related to the duty.** |

     

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| 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.    Work is performed under well-defined guidelines and assignments are reviewed while in progress. The employee is required to use judgment in the performance of the work. | | | |
| 17. Describe the types of decisions that require your supervisor’s review.    As a student, the employee works under the guidance of other Library of Michigan staff, who are supervised by the Assistant Director of the Library. | | | |
| 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.  The job duties require an employee to walk, bend, reach, lift, stand for extended periods of time, and shifting large numbers of books and other materials in library’s collection. | | | |
| 19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
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| 20. My responsibility for the above-listed employees includes the following (check as many as apply):  **Complete and sign service ratings.**  **Assign work.**  **Provide formal written counseling.**  **Approve work.**  **Approve leave requests.**  **Review work.**  **Approve time and attendance.**  **Provide guidance on work methods.**  **Orally reprimand.**  **Train employees in the work.** |

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| 21. *I certify that the above answers are my own and are accurate and complete*.    **Signature Date** |

**NOTE: Make a copy of this form for your records.**

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| TO BE COMPLETED BY DIRECT SUPERVISOR 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why? |
| 23. What are the essential duties of this position?  This position is in the Library of Michigan. Duties entail scanning and processing digital materials, shelving books and other library materials, processing library materials and assisting with mail. Many of the assignments require various computer software, and some tasks are repetitious in nature.  . |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed. |
| 25. What is the function of the work area and how does this position fit into that function?  The Library of Michigan provides general and specialized reference and research to all branches of Michigan State Government and to the public. The Library also provides services such as document delivery, interlibrary loan, and access to subscription databases. The student assistant supports these activities and services. |

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| 26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position. |
| EDUCATION:  Current student at a vocational or technical school, or post-secondary educational institution. |
| EXPERIENCE:  No specific type or amount of experience is required. |
| KNOWLEDGE, SKILLS, AND ABILITIES:  Some knowledge of terminology and subject matter in the area of work to be performed.  Some knowledge of office equipment.  Ability to use a computer.  Ability to follow oral and written instructions.  Ability to learn the work of the agency.  Ability to communicate effectively with others and maintain favorable public relations. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  The student must provide evidence of enrollment or acceptance to an educational institution. |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.* |
| 27. *I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.* |
| **Supervisor’s Signature Date** |
| TO BE FILLED OUT BY APPOINTING AUTHORITY |
| 28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor. |
| 29. *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority’s** **Signature Date** |