

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STOF CADMD93N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Education
4. Civil Service Position Code Description STATE OFFICE ADMINISTRATOR	10. Division Business, Health, and Library Services
5. Working Title (What the agency calls the position) State Librarian	11. Section
6. Name and Position Code Description of Direct Supervisor GOLZYNSKI, DIANE L; SENIOR DEPUTY DIRECTOR	12. Unit Library of Michigan
7. Name and Position Code Description of Second Level Supervisor ALIE-BAZZI, MAYSAM; CHIEF DEPUTY SUPERINTENDENT	13. Work Location (City and Address)/Hours of Work 702 W. Kalamazoo St., Lansing, MI / M - F, 8 am - 5 pm (40 hours/week) Hybrid may be available

14. General Summary of Function/Purpose of Position

The State Librarian serves as chief administrative officer, provides critical leadership, and directs strategic, financial, operational, and personnel activities of the Library of Michigan; is a member of the department's leadership team and the deputy superintendent's admin directors leadership team; serves as secretary on the Library of Michigan's advisory Board of Trustees; and serves as a board member of the Library of Michigan Foundation. The state librarian is the guardian of the quality of library services statewide and actively facilitates cooperation among and between libraries of all types within the state and with library related organizations. The state librarian provides leadership in the development of policies and legislation impacting public library establishment and state aid to public libraries. This position includes regular driving, including in inclement weather for state wide Library and partnership visits.

The priorities of this position are in building strategic relationships and key partnerships across other MDE offices, peer agencies, and with partnering entities including academic libraries, enhancing the libraries connections and increasing collections through these partnerships, to ensure working toward shared purpose; maintaining program integrity; developing the skills and competencies of all staff members within the office; valuing voice, and equity among staff in order to ensure employee engagement, trust, and continuous improvement; communicating the MDE priorities and strategic education plan goals; and assuring cohesion and coordination in technical assistance, training, and management of complex projects between the Library of Michigan work units and MDE offices.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Directs the operations of the Library of Michigan, both its collections/state library operations in Lansing and the statewide services and responsibilities the Library of Michigan has for the libraries and the residents of the state.

Individual tasks related to the duty:

- Directs the Library of Michigan's efforts to serve state government (all departments, and all three branches) with efficient and comprehensive reference research and to meet the mission of collecting and maintaining the published record of the state and its peoples.
- Develops annual budget recommendations and monitors and determines spending plans for the Library of Michigan.
- Selects and assigns staff, assuring equal employment opportunity in hiring, promotion, and other employment practices, identifies staff development needs and assures that training is obtained.
- Supervises the management staff for Collections Management Services / Reference Research for State Government.
- Meets regularly with and directs the Library Management Team (LMT) to keep them apprised of departmental, executive, and other information and to consult with them in making policy, planning, and other decisions.
- Works with Department liaisons for HR, IT, Business Services, Facilities Management, etc., to ensure LM program and service needs are understood and will be met efficiently and effectively.
- Determines Library policies and collections, services, and programming priorities and goals.
- Works with the Deputy Superintendent to meet Executive office expectations and requirements.
- Advises staff in the resolution of sensitive, complex, or precedent-setting situations; determines appropriate course of action; assigns responsibilities and monitors actions and responses.
- Selects and assigns staff, identifies staff development needs and assures that training is obtained; assures that proper labor relations and conditions of employment are maintained.
- This position includes regular and substantial driving, including in inclement weather.

Duty 2

General Summary:

Percentage: 20

Develop programming and budget recommendations for state, federal, and other grant programs for the Library of Michigan and library services statewide.

Individual tasks related to the duty:

- Sets the vision of the Library Services and Technology Act (LSTA) 5-year plan for the Institute of Museum and Library Services (IMLS).
- Prioritizes grant opportunities from Foundations, American Library Association, IMLS or other granting agencies statewide or nationwide, in conjunction with the Department's grant priorities and guidelines and service and programming needs of libraries and residents statewide.
- Oversees the budget projections and needs for the development and maintenance of the Michigan eLibrary program.

Duty 3

General Summary:

Percentage: 15

Directs the Library of Michigan's statewide services to libraries of all types (public, academic, school, and special).

Individual tasks related to the duty:

- Approves district library establishment agreements and amendments for public libraries as per the District Library Establishment Act (MCL 397.171et seq.).
- Approves library cooperative plans of service and audits vis-à-vis eligibility for receipt of state aid to public libraries.
- Approves waiver requests relative to state aid to public libraries eligibility and staff certification requirements.
- Creates and engages in collaborative partnerships within state government and nationally.

Duty 4

General Summary:

Percentage: 10

Advises the State Superintendent and governing boards or commissions of program accomplishments and goals. Addresses citizen groups, legislative committees, members of the press, and others regarding program and policy issues as needed or required. Is the national face of the Library of Michigan at the Chief Officers of State Library Agencies (COSLA) meetings several times per year and with national foundation and federal program officials as appropriate.

Individual tasks related to the duty:

- Works with the Library of Michigan Board of Trustees board chair to set agendas for meetings and to identify issues to bring before the board; serves as secretary for the Board.
- Serves on the Library of Michigan Foundation Board and makes recommendations on programming and services funding priorities for the Library of Michigan and its constituents.
- Makes legislative action recommendations to the Deputy Superintendent for issues related to library services and library funding, particularly of public libraries statewide.
- Engages in personal outreach with constituent groups and with library directors, boards, and their communities to stay connected and aware of evolving needs to be addressed in strategic planning and prioritization.

Duty 5

General Summary:

Percentage: 5

Performs related work as assigned.

Individual tasks related to the duty:

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

The State Librarian is responsible for making day-to-day operational decisions as they relate to the activities of the Library of Michigan. This includes personnel management, work plan development and assignment, budgeting, and strategic direction of the Library of Michigan and staff.

17. Describe the types of decisions that require the supervisor's review.

Policy decisions which are subordinate to departmental policy. Changes in library public hours.

Elimination of major service points or programs.

Disciplinary action that could result in separation of an employee.

Matters that arise for which there are no clear policy, and/or responding to requests from the Executive Office, Department of Technology, Management and Budget, and the Legislature, or when presenting policy to the Superintendent for statewide policy development with the Governor, the Legislature, and the State Board of Education.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical effort includes sitting at a desk for long periods of time, driving, lifting boxes of training materials, etc. Travel, including overnight stays within the state as well as out of state, is required. Approximately 50% of time is spent in the field and at conferences. Travel is reimbursed by the State of Michigan instruction. State of Michigan vehicles can be used for business purposes only. Travel schedules are determined by employees in conjunction with their supervisor. Must maintain valid driver's license as driving is required, including in inclement weather. Weekend travel and meetings are sometimes required. This position includes regular driving, including in inclement weather.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
POZNANSKI-MASON, LORI A	EXECUTIVE SECRETARY-1A 11	VACANT	FINANCIAL ANALYST-A
VACANT	FINANCIAL ANALYST-E	LOFTUS, LOUISE A	FINANCIAL SPECIALIST-2 13
VACANT	STATE ADMINISTRATIVE MANAGER-1 15	BRADLEY, MICHELLE	STATE ADMINISTRATIVE MANAGER-1 15
Additional Subordinates			

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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| ☒ 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. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

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24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Limited updates. Addition of DL with SPR requirement noted throughout PD. SPR to update E and E per legislation. Percentages of duties updated to reflect current work load. Supervisory tasks updated in duty 1 tasks, and 1 task in both duty 2 and duty 3 removed.

25. What is the function of the work area and how does this position fit into that function?

The Library of Michigan collects and preserves Michigan Publications, conducts reference research and supports libraries statewide. The state librarian provides leadership in the development of policies and legislation impacting public library establishment and state aid to public libraries.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

State Office Administrator 17

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience**State Office Administrator 17**

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement supervisory experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, evaluation, and reporting.
- Program planning, development, and evaluation methods.
- Fiscal planning and management.
- Staffing requirements and training necessary for the accomplishment of agency goals.
- Labor relations, fair employment practices, and equal employment opportunity.
- Public relations techniques.
- Leading-edge trends and the role of libraries.
- State and federal legislative processes.
- State government organization and function.
- Plan, develop, and evaluate programs.
- Present ideas effectively at a level of style, grammar, organization, and technical construction expected at the leadership level.
- Establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.
- Analyze and appraise facts and precedents in making administrative decisions, to get to the source of a problem, and to probe and obtain critical facts from varied sources.
- Recommend policies, procedures, and problem resolutions, based on evidence and knowledge of the department or board's viewpoint.
- Negotiate, facilitate, and collaborate with other management staff, agencies, and personnel to promote and implement program goals and objectives.
- Motivate and lead others in the accomplishment of a task.
- Delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

CERTIFICATES, LICENSES, REGISTRATIONS:

Master's degree in library science.

Four or more years in library work.

Valid Driver's License required.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

TASHA HARPER

8/14/2026

Appointing Authority

Date

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.

Employee

Date