

1. Position Code STDDADM1

State of Michigan
Civil Service Commission
 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

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.) Vacant	8. Department/Agency Labor and Economic Opportunity
3. Employee Identification Number TBD	9. Bureau (Institution, Board, or Commission) Bureau of Services for Blind Persons
4. Civil Service Classification of Position State Administrative Manager 15	10. Division Administrative Services
5. Working Title of Position (What the agency titles the position) Library Manager	11. Section Braille and Talking Book Library
6. Name and Classification of Direct Supervisor James Hull, Division Director	12. Unit
7. Name and Classification of Next Higher-Level Supervisor Mike Pemble, Bureau Director	13. Work Location (City and Address)/Hours of Work MI Library and Historical Center 702 W Kalamazoo St, Lansing 48915 Monday - Friday 8:00 a.m. - 5:00 p.m.
14. General Summary of Function/Purpose of Position Efficiently manage day-to-day operations of a regional Library for the Blind and Print Disabled, adhering to standards and guidelines as set forth by the National Library Service (NLS) for the Blind and Print Disabled. Support, advise and evaluate statewide network of Advisory and Outreach Center (AOC) libraries serving blind persons with emphasis on newly contracted library software and patron service systems. Manage and supervise 6 full-time professional librarians, 2 full-time library technicians, and 1 full-time library assistant. Promote awareness of services throughout the state. Create and maintain statistical data for purposes of reporting on the library's performance. Perform other duties and tasks as assigned.	

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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 50% of Time

Onsite management of the daily operation of a complex regional library within specialized standards and guidelines as set by the American Library Association and the Library of Congress, National Library Service for the Blind and Print Disabled.

Individual tasks related to the duty.

- Create library use policy for administration's approval.
- Analyze, implement and evaluate (revised) standards and guidelines for library programs and services
- Plan service delivery according to local demographics and trends.
- Promote statewide use of library services for qualifying persons.
- Oversee in-house recording studio, including volunteers, meeting national standards for quality control of locally produced materials.
- Oversee the administration of the BARD download service for Michigan patrons. This includes authorization, training and trouble-shooting issues for Michigan users.
- Oversee Library without Walls and participate in PR activities such as Visions in Ann Arbor.
- Develop and maintain a working relationship with the Library of Michigan Foundation.
- Develop working relationship with other BSBP sections
- Participate in cross-functional training of staff to complete all daily library tasks timely and efficiently.
- Operate within budgetary guidelines, integrate objectives and opportunities to optimize resources, review budget reports for authorization of expenditures.

Duty 2

General Summary of Duty 2 15% of Time

Manage, supervise and evaluate all library staff.

Individual tasks related to the duty.

- Select and assign staff, ensuring equal employment opportunity in hiring and promotion.
- Coordinate activities, analyze output, and adjust workflow for maximum efficiency.
- Evaluate, verify and improve employee performance through review of work objectives and competencies.
- Ensure a high level of staff expertise through hiring practices and by providing training in the creation, download and use of digital media.
- Review and approve leave requests and bi-weekly time reports.
- Provide training and support to BSBP staff or contract workers available to the library for completion of daily tasks and activities.
- Conduct effective staff meetings as needed to promote a coordinated team effort.

Duty 3

General Summary of Duty 3 15% of Time

Coordinate statewide delivery of service through a network of Advisory and Outreach Centers (AOC) libraries across the state.

Individual tasks related to the duty.

- Support, advise and evaluate library operations at 11 Advisory and Outreach Center (AOC) sites throughout the state.
- Provide for circulation of materials to all patrons state-wide, regardless of AOC service area.
- Act as liaison on behalf of patrons experiencing Free Matter mail delivery, reporting issues to the state's USPS coordinator.
- Hold state-wide Network Librarian Meetings to discuss service practices and resolve service issues at least twice each year.
- Visit each site for review at least biennially. Formally report findings in writing to AOC administration within 3 months of each visit.
- Review grant applications from (subregional) Advisory and Outreach Center (AOC) libraries for compliance with State Aid boilerplate language. Seek concurrence through Division Director for approval from BSBP Director for any requested waivers. Process payments.

Duty 4

General Summary of Duty 4 10% of Time

Maintain records, reports and correspondence.

Individual tasks related to the duty.

- Prepare and submit ad hoc reports as required to Division Director for review and dissemination as appropriate.
- Submit reports to Library of Congress, National Library Service as required, including compiled activities of Advisory and Outreach Center (AOC) libraries.
- Communicate with Department of Corrections officials concerning service to inmates.
- Communicate with Michigan Rehabilitation Services (MRS) concerning service to print disabled.
- Oversee Newsletter and FaceBook updates coordinating communication with Dept/BSBP Communications.
- Maintain hard copy of patron applications and electronic version of service history for 5 years after the close of each account. Purge and shred after 5 years.
- Prepare reports and maintain records regarding library patrons, phone calls received, and materials distributed by library site and for the State of Michigan.
- Timely preparation and submittal of BSBP dashboard statistics pertaining to the BTBL.

Duty 5

General Summary of Duty 5 10% of Time

Other duties and responsibilities as assigned.

Individual tasks related to the duty.

By way of example, and not by way of limitation:

- Speak at appropriate public forums as requested and approved by BSBP executive management.
- Regularly update website content to reflect current program.
- Regularly publish newsletter.
- Conduct patron surveys to determine satisfaction with services every 3 years.
- Maintain a social media presence with daily postings and responses Monday-Friday.
- Organize and produce a biennial conference open to the public regarding BTBL services and advancements in technology that may impact patron services for the future called “Libraries Without Walls.”

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.

Setting work-flow priorities for BTBL staff as it affects delivery of service to patrons.
 Allowable expenditures of less than \$1,000.
 Newsletter content for sharing information with patrons.
 Provision of outreach programs and activities to reach underserved populations.
 Site reviews of Advisory and Outreach Centers for compliance with standards.

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

Expenditures of more than \$4,500 or of an unusual nature.
 Filling of vacancies and candidate selection.
 Out of state conference travel.
 Contact from the media, legislative branch, governor’s office, or subpoena.
 Unsatisfactory employee performance evaluation or disciplinary actions.
 Significant changes to the work area or work backlog.
 Occurrences within work area that may attract media attention or that are out of the normal business cycle.

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.

Standard office setting: Repetitive motion at computer; sedentary; lengthy phone conversations; sitting for several hours.
 Daily mailings are received in the library from patrons living all across the state presenting potential for receiving items containing germs or insects in or on containers.
 Driving to offsite locations which can be up to 400 miles in one day.

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.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Andrew Wilson	LIBRARNAA61R	Stephanie Wambaugh	LIBRARNAA75R
Meagan Daniels	LIBRARNEA58R	Betsie Branch	LIBRARNEA25R
Caitlin Wolfe	LIBRARNEA50R	Susan Greene	LIBRTCHEA26R
Bridgid Turner	LIBRARNEA50R	Robert Blakes	LIBASTEA03R
Nancy Verburg	LIBRTCHEA44R		

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.

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

Vacant _____

Signature

_____ Date

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

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?

This Position Description was updated by the supervisor in anticipation of posting the position vacancy.

23. What are the essential duties of this position?

Onsite management of the day-to-day operations of the Braille and Talking Book Library.

Oversight and management of staff, including staff development and performance.

Review and evaluation of activities at 11 Advisory and Outreach Centers libraries throughout the state.

Collaboration with Library of Congress, National Library Service for the Blind.

Public speaking, effective and clearly written internal/external communications.

Ability to prioritize tasks and manage multiple priorities.

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

Position is being vacated due to incumbent's retirement from State service and is being updated to reflect current duties and responsibilities. The essential functions of the position remain the same.

