

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 LIBRARY CONSULTANT-A	10. Division Business, Health, and Library Services
5. Working Title (What the agency calls the position) Library Consultant	11. Section Library of Michigan
6. Name and Position Code Description of Direct Supervisor BRADLEY, MICHELLE; STATE ADMINISTRATIVE MANAGER-1	12. Unit Library Development
7. Name and Position Code Description of Second Level Supervisor RILEY, RANDY J; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Library of Michigan, 702 W. Kalamazoo St, Lansing MI. 48915 / Monday - Friday, 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

This position serves as the Recognized Resource for the administration of the Library of Michigan's virtual library - eLibrary (MeL). The State of Michigan virtual library, MeL, is approximately a four million-dollar anywhere, anytime library for Michigan residents that provides a variety of resources to all Michigan residents and libraries. MeL includes dozens of licensed electronic databases; a statewide resource sharing platform that allows patrons from more than 400 libraries to borrow materials from other libraries; training for users; as well as tools and marketing to support the educational and library community's use of the program. The various resources are provided to users via the MeL.org website as well as directly from vendors. The statewide program involves multiple vendors, contracts, and stakeholders across the state. The position is responsible for the development of the program's vision and strategies while overseeing the implementation of work by all parties to meet program goals. The position is responsible for the management of vendor/partner relations, oversight of contracting processes, ensuring access to resources, communicating with the library community, overseeing the development of tools to enhance use of MeL, and overall coordination of additional project activities related to the program. The position collaborates with partners both inside and outside of state government to accomplish goals and day to day activities. The position advises management and library staff on statewide and national e-library issues. The position represents the Library of Michigan at state and national levels, participates in pertinent professional associations and acquires continuing education essential to carry out job responsibilities.

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

As the Recognized Resource for the MeL virtual library, the Library Consultant will oversee all activities and services associated with MeL program.

Individual tasks related to the duty:

- Develop vision, goals, and strategies for the statewide multi-million-dollar program.
- Lead and oversees the planning sessions for development/enhancements of the program which include Library of Michigan team members and vendors/contractors.
- Oversees team's work to complete activities according to established timelines and direction.
- Collaboration with departmental staff on fiscal issues related to program; monitor budgets associated with program contracts; maintain regular program and activity documentation and records;
- Oversees a technology and support contract worth approximately \$1 million dollars with a vendor that provides support to more than 1,200 libraries throughout Michigan.
- Lead pilot projects to increase efficiency and use of the statewide program.
- Oversees a multi-year contract for software and support that enables more than 420 libraries across the state to share more than 1 million items annually amongst their patrons.
- Oversees the enhancement of a contract providing for discovery search capabilities that allows users of the resources to conduct single searches of the more than 30 online resources. This includes the coordination with both the vendor for the search as well as planning and coordination of the technical and support contract vendor to make it available for all libraries and users statewide.
- Responsible for testing and evaluation of program enhancements.
- Coordinates and oversee an A-Z resource location system that provides for MARC records and a one-step identification method of periodicals contained in the aggregated databases provided in the program.
- Prioritize projects related to the program and maintain project management and tracking related to duties;
- Consult with and provide information to management, including, State Librarian and others as needed;
- Collaborate with department staff and vendors on information and statistical reporting to evaluate the program resources and training with appropriate, valid methods.

Duty 2

General Summary:

Percentage: 35

The Library Consultant oversees activities related to improving access and use of the virtual library program and resources.

Individual tasks related to the duty:

- Work in conjunction with the departmental staff and vendor/partners to correct problems, pursue enhancements and solutions for program and related services;
- Identify user needs and develop program improvements while working with the team, vendors, and partners to implement modifications as necessary;
- Lead evaluation of access use of services provided by MeL and use finds to inform and create strategies that allow for improvements for its stakeholders;
- Coordinate training and marketing related activities related to the program provided by vendors, partners, and contractors;
- Lead and coordinate development of tools and resources to assist library community use of program to its fullest potential;
- Consult with and provide information to other stakeholders via training, written and oral communications, and presentations;
- Follow trends in library service and use to make recommendations for the program and its services; including pursuing the development and enhancements for virtual library, including web site, vendor content, software, training, and other related components of the program;
- Report to leadership on emerging issues that impact the service and recommend solutions to address issues and lead team problem solving.
- Collaborate with department staff on web presence to ensure user access.

Duty 3**General Summary:****Percentage: 10**

The Library Consultant collaborates with Library of Michigan staff as well as departmental and other State of Michigan departments and outside stakeholders to ensure implementation and success of various Library of Michigan programs and services supporting the statewide library community.

Individual tasks related to the duty:

- Promote program to the library community and other stakeholders through regular communications, exhibits, presentations, and working in conjunction with vendor partners providing training and support for program;
- Collaborate and communicate with departmental teams regarding the virtual library program and its value to related communities;
- Participate in outreach and marketing of Library Development department's programs and services;
- Participate on Library Web Team using the CMA to create content and maintain selected portions of LM and library websites;
- Maintain regular communications with LM staff and other stakeholders to ensure efficiency of program and service delivery;
- Participate on LM Social Media team around promotion efforts related to MeL and other LM services;
- Serve on other Library and MDE teams or committees as appropriate;
- Leverage relationships and establish collaborations with other stakeholders in and outside of state government to expand knowledge of and increase use of program resources

Duty 4**General Summary:****Percentage: 5**

The Library Consultant performs special projects and other duties as assigned.

Individual tasks related to the duty:

- Represent the Library of Michigan on both a state and national level;
- Participate in new initiatives and programs as requested by supervisor;
- Participate in professional organizations, attend workshops and seminars, and obtain professional development related to job responsibilities and to maintain qualifications for position.
- Other duties as assigned.

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

- Decisions related to the implementation and development of services for all the various components of the Michigan eLibrary program including resource sharing, licensed products, maintenance agreements and contracts with partners and vendors. Users of the program are affected by the decisions as well as continued work with vendors and partners.
- Communications and responses to the library community and Michigan residents about services available to library staff and users. Users of the programs services including those in the library community and the general public are affected.
- Consulting with library community regarding related programs and services around Michigan eLibrary and LM general services. Michigan library community members are affected by these decisions.
- Independent judgement regarding interpretation of decisions, design of resources to support programs, and other work deliverables for library community and those affected by these decisions. Michigan library community members are affected by these decisions.

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

- Leave requests
- Travel and professional development requests
- Decisions regarding budgeting and expenditures and final negotiations for purchases and contracts.
- Changes that have significant impact on policy and processes for library community and others served by the department.
- Oversight of teamwork that impacts other LM services.
- Decisions clearly outside of current policies or procedures.

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.

Standard office setting.

Transport materials to off-site events.

Overnight and day travel within and out-of-state is required to carry out responsibilities of position.

Must be prepared to adjust work hours and times as determined by supervisory to ensure timely implementation or completion of assignments.

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.

Additional Subordinates

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

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | 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?

This position serves as the Recognized Resource for the administration of the Library of Michigan's virtual library - eLibrary (MeL). The State of Michigan virtual library, MeL, is approximately a four million-dollar anywhere, anytime library for Michigan residents that provides a variety of resources to all Michigan residents and libraries. MeL includes dozens of licensed electronic databases; a statewide resource sharing platform that allows patrons from more than 400 libraries to borrow materials from other libraries; training for users; as well as tools and marketing to support the educational and library community's use of the program. The various resources are provided to users via the MeL.org website as well as directly from vendors. The statewide program involves multiple vendors, contracts, and stakeholders across the state. The position is responsible for the development of the program's vision and strategies while overseeing the implementation of work by all parties to meet program goals. The position is responsible for the management of vendor/partner relations, oversight of contracting processes, ensuring access to resources, communicating with the library community, overseeing the development of tools to enhance use of MeL, and overall coordination of additional project activities related to the program. The position collaborates with partners both inside and outside of state government to accomplish goals and day to day activities. The position advises management and library staff on statewide and national e-library issues. The position represents the Library of Michigan at state and national levels, participates in pertinent professional associations and acquires continuing education essential to carry out job responsibilities.

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 function of the Library of Michigan is to provide services and support to libraries statewide. One area of this is to provide the Michigan eLibrary and its resources for libraries and residents. This position is a key member of the staff and leads the efforts to provide resources to the Michigan library community. This involves coordinating contracts for purchase of services and support to deliver electronic content and a resource sharing program for library users statewide. This person is a consultant on general library topics and specializes in virtual statewide services and their delivery to meet the needs of the community and is required to have excellent customer service skills as well as general and up-to-date knowledge of library issues and services, library technologies, including vendors or e-resources, and virtual library offerings.

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

EDUCATION:

Possession of a master's degree in library science.

EXPERIENCE:

Library Consultant 14

Three years of administrative or consultative, professional, librarian experience, including one year equivalent to a Library Consultant P13.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and understanding of the library communities including needs of public, school, academic and special libraries, and their users.
- Knowledge and understanding of integrated library systems and other library technology related to resource sharing programs.
- Knowledge and understanding of technology used in large-scale virtual library projects.
- Demonstrated successful experience managing large-scale projects with multiple stakeholders.
- Understanding of statewide library programs and services and technology used to implement solutions.
- Excellent speaking, writing, group facilitation skills.
- Ability to develop training and/or continuing education for library community
- Ability to present ideas effectively at a level of style, grammar, organization, and technical construction expected at a consultant level.
- Ability to adapt and organize information to meet specific needs, resolve problems, and respond to changes
- Ability to collaborate and work successfully in a team environment to meet goals.
- Ability to work with diverse groups and obtain cooperation with others in carrying out initiatives.
- Ability to resolve conflicting high-priority requirements.
- Ability to conduct and participate in workshops, in-service education conferences and public meetings.
- Ability to establish and maintain effective relationships and communicate effectively
- Ability to maintain records and prepare reports and correspondence related to the work.
- Ability to analyze data and monitor contracts and available funding.
- Ability to maintain favorable public relations and provide high level of customer service.
- Ability to resolve conflicting high priority requirements.
- Ability to organize and coordinate the work of others.
- Ability to set priorities and assign work to other professionals.
- Proficiency in using current technology to carry out job responsibilities and to adapt with frequent changes.
- Ability to establish and maintain effective relationships, under varied conditions, with members of the Michigan library community, professional personnel, and a variety of individuals at all levels of service.

CERTIFICATES, LICENSES, REGISTRATIONS:

Eligible for a Librarian's professional certification from the Library of Michigan.

Valid Driver's License.

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.

NA.

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

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