

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. LBRCSTAA08R
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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)
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 Technology Access 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 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 emerging technologies, broadband access, digital literacy and inclusion, E-rate, and other library technology trends, ensuring Michigan libraries are knowledgeable about and have information resources to help support the needs of their communities. Position consults with librarians, boards, and other stakeholders. The Consultant serves as the project lead for internal, statewide, national initiatives, and projects from LM related to technology in libraries. This position coordinates project goals with other departmental and agency programs and works under minimal supervision, with extensive latitude for the use of initiative and independent judgement. 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 staff on statewide and national library technology issues and trends. 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

Consult and advise library staff and administrators, as well as internal and external stakeholders on a wide range of library technology issues with emphasis on emerging technologies, broadband access, cybersecurity and privacy; digital literacy and inclusion and other new trends related to use of technologies in current library settings.

Individual tasks related to the duty:

- Monitor trends and consult with the statewide library community on related topics;
- Provide guidance to local library staff in a wide range of library technology issues and use consulting expertise to recommend resources, present to groups, write for variety of communication channels, generate reports, and conduct site visits to better understand needs;
- Consult with libraries to identify and troubleshoot problems, constraints, alternative solutions, funding sources, and evaluation methods to resolve broad issues;
- Monitors proposed or pending changes in federal programs, laws, rules, and regulations to identify potential impact on technology programs; recommends appropriate response and/or action;
- Liaises with other broadband and other technology infrastructure leaders, including technology and digital inclusion staff at other state libraries, other SOM offices such as MIHI, and national policy groups such as the Schools Health & Libraries Broadband (SHLB) coalition. Tracks developments, advocates for library needs, identifies partnership opportunities. Advises management about areas for potential leadership and advocacy;
- Report to management on emerging issues that impact the service and recommend solutions to address issues and lead team problem solving.

Duty 2

General Summary:

Percentage: 15

Manage and coordinate technology related programs offered by LM to statewide library community.

Individual tasks related to the duty:

- Lead and manage project planning, vendor relations, contracts, budget, monitoring, evaluation, and training for participants of various LM programs for the library community such as Ploud, digital inclusion projects, and other technology related initiatives;
- Serve as agency liaison for technology and digital inclusion initiatives and grants;
- Coordinate the implementation and management of state or national technology initiatives, including serving as project manager lead for initiatives out of LM. Create publicity encouraging participation in initiatives or assist libraries to participate in appropriate programs;
- Collaborate with department staff and vendors on information and statistical reporting to evaluate the program resources and training with appropriate, valid methods;
- Maintain records, prepare reports, and correspondence related to programs;
- Manage budgets for program activities and contracts and ensure compliance with office and SOM requirements.

Duty 3

General Summary:

Percentage: 15

Plan, coordinate, implement, and evaluate program of learning on topics related to library technology.

Individual tasks related to the duty:

- Identify continuing education needs of the statewide library community concerning library technology and collaborate in identifying or developing programs to address those needs;
- Prepare curriculum and conduct training both online and in-person in response to identified needs and/or seek out appropriate speakers and prepare contracts for same. Help deliver training in a variety of formats – in-person and via synchronous and asynchronous online methods;
- Coordinate logistics as needed for training offerings.

Duty 4

General Summary:

Percentage: 10

Serve as Library of Michigan E-rate Coordinator.

Individual tasks related to the duty:

- Consult and collaborate with agency staff on the department's support of public libraries through contracted E-rate consulting services and collect data from consultants supporting Michigan public libraries;
- Serve as LM subject matter expert on E-rate program, monitor program developments and share information with public library community, departmental, and office staff while monitoring E-rate communications from variety of sources;
- Provide assistance to help connect public libraries to external consulting and support services for the federal E-rate program;
- Participate in shaping discussions of E-rate with external and internal stakeholders and its importance for public libraries in Michigan.
- Work with office staff to ensure training on e-rate is available to libraries.

Duty 5

General Summary:

Percentage: 5

Collaborates with Library of Michigan staff, departmental, other State of Michigan agencies, and outside stakeholders to ensure implementation and success of various Library of Michigan programs and services supporting Michigan's library community.

Individual tasks related to the duty:

- Assist department with planning and preparation of strategies and plans for Library of Michigan services statewide;
- Participate in Library Development team staff in planning, implementing, and promoting statewide projects;
- Participate on Library Web Team to create content for LM and other library websites.
- Maintain regular communications with LM staff and other stakeholders to ensure efficiency of program and service delivery.
- 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.
- Participate in fieldwork and on-site visits with libraries and library staff.

Duty 6

General Summary:

Percentage: 5

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.

Types of decisions made independently include program recommendations to improve the technology services and broadband in public libraries. Decisions on developing training opportunities based on research, content knowledge, and best practice. 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 technology services available to library staff and users. Users of the services including those in the library community and the general public are affected.

Consulting with library community regarding related programs and services around LM 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
- 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):

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|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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?

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

New Position.

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

The Library Development Unit work area assists and supports libraries and related organization in providing services to their communities. This involves providing expert consultation, training, coordination of a variety of projects in a variety of areas related to provision of library services in Michigan. This position focuses its expertise on trends in library technology, E-rate, digital literacy and inclusion, websites, and broadband connectivity in libraries.

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 federal policies and regulations governing E-Rate as it applies to libraries
- Knowledge and understanding of the Children's Internet Protection Act (CIPA) and how it is applied to libraries
- Knowledge, experience, and understanding of the concepts, principles, and issue relevant to digital literacy and programs and services that can increase digital equity in communities
- Knowledge of library technology issues and trends, including issues relating to public access computing and telecommunications
- Demonstrated successful experience managing projects with multiple stakeholders
- Demonstrated successful experience in design and delivery of training
- Understanding of statewide library programs and services and technology used to implement solutions
- Excellent speaking, writing, group facilitation skills
- 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 maintain records and prepare reports and correspondence related to the work
- Ability to maintain favorable public relations and provide high level of customer service
- 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
- Ability to administer programs to conform to state requirements

CERTIFICATES, LICENSES, REGISTRATIONS:

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