

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 Librarian-E	10. Division Library of Michigan
5. Working Title (What the agency calls the position) Librarian 9	11. Section Special Collections
6. Name and Position Code Description of Direct Supervisor GLEISNER, TIM; E; STATE ADMINISTRATIVE MANAGER-1 15	12. Unit
7. Name and Position Code Description of Second Level Supervisor RILEY, RANDY J; STATE OFFICE ADMINISTRATOR 17	13. Work Location (City and Address)/Hours of Work 702 W KALAMAZOO ST; LANSING, MI 48915 / 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

Reporting to the Head of Special Collections, this position performs on a regular basis professional librarian assignments and functions as an entry-level Reference Librarian specializing in workflow design and planning for digitization projects, digital archiving and curation of online content, and consulting on metadata design and creation for items being digitized in coordination with the Collections Librarian. This work will fit within the overall plan and scope of the Collections strategy of the Special Collections unit.

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

Oversee the daily operation of digitization of collections and the work of the Library's digitization center.

Individual tasks related to the duty:

- Research hardware and software options and recommend purchases to enhance the Library's digitization capabilities in keeping with current best practices
- Consult with Collections Librarian to determine priorities for materials to be digitized
- Explore methodologies to be used in digitization to improve discovery and searchability of materials
- Determine workflows for scanning, image editing, optical character recognition (OCR) processing, quality control measures, metadata creation, and loading of files to CONTENTdm for each collection being digitized
- Advise on the creation and structuring of collections within CONTENTdm
- Develop workflows for digitization of non-book formats, such as video and audio materials
- Works closely with cataloging staff on metadata design for collections and projects
- Monitor digitization work of student workers assigned to the digitization center
- Monitor the Library's digital preservation needs and current capabilities to ensure that digital content is adequately preserved
- Attend and present at related meetings, conferences, and other venues

Duty 2

General Summary: **Percentage:** 10

Function as the Special Collections backup website administrator for the Library

Individual tasks related to the duty:

- Work with lead website administrator and the web team to manage the Library's website.
- Use the State of Michigan's Content Management System (CMS) to design, create, and organize web content
- Assist other web content creators with creating and posting content
- Regularly work on quality assurance by fixing broken links and remediating inaccessible pdf files.
- Use Google Analytics to monitor website traffic and use this data to inform web design and organization.

Duty 3

General Summary: **Percentage:** 10

Working closely with the Collections Librarian, archive state government information and other relevant web content.

Individual tasks related to the duty:

- Work with collection subject specialists to determine the scope of web content to be archived.
- Schedule, implement and perform quality control on Archive-IT (Internet Archive) crawls of state agency websites and manage CONTENTdm hosted digital repository
- Communicate with vendors and troubleshoot technical issues with CONTENTdm and Archive-it digital preservation applications.
- Create metadata to enhance discoverability and preservation of archived information.
- Explore ways to incorporate web-archived collections with other library collections and websites
- Keep up to date with relevant developments in web-archiving and advise on web-archiving technologies and solutions

Duty 4

General Summary: **Percentage:** 25

Provide reference, research and circulation services, field phone reference and directional queries from patrons using the Library of Michigan's resources. Communicate effectively with patrons by telephone, email and in-person.

Individual tasks related to the duty:

- Staff reference desks, directing and assisting library clientele in the use of library collections and services.
- Conduct effective reference interviews with patrons to determine the full extent of a question or information request.
- Exercise independent professional judgment in deciding the extent to fill public phone, email and in-person information requests.
- Instruct library users in the functioning of microform readers, printers, and scanners, and troubleshoot malfunctioning equipment.
- Identify and refer users to resources beyond Library of Michigan as needed. Resolve patron concerns and conflicts.

- Assemble and organize materials quickly and efficiently in filling reference/research requests.

Duty 4

General Summary:

Percentage: 5

Maintain professional knowledge and other duties as assigned

Individual tasks related to the duty:

- Participate in library outreach activities, such as social media efforts, when appropriate
 - Participate in library meetings, attend workshops, give webinars, keep abreast of relevant library literature, listservs, etc.
 - Serve on library committees as needed
 - Present on Library of Michigan related topics to relevant outside groups.
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16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Assessment of materials regarding the best technological and workflow solutions, including those related to delivery of materials through the web, for the Library's digitization center. These decisions affect the quality, findability, and usefulness of the highly visible digital products that the Library makes available to all users. Most other decisions on display of content or which materials to digitized are made in consultation with Collections Librarian.

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

Work is done largely independently. Any significant decisions regarding student employees would be reviewed by Collections Librarian and approved by the supervisor, as would purchases of supplies or equipment.

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.

Works in a typical office environment with a heavy reliance on computers with the resultant stresses on the musculoskeletal system. Exposure to old books and their accompanying dust. Lifting and placing of books and other library materials on shelves or carts, wheeling carts through the building, and bending and stooping or stepping on a stool to reach books on high shelves.

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

23. What are the essential functions of this position?

Reporting to the Head of Special Collections, the incumbent in this position in coordination with the Collections Librarian guides the work of the Library's digitization center. Additionally, the individual serves as a backup website administrator for the Library. The incumbent's main responsibilities include workflow design and planning for digitization projects, digital archiving and curation of web content, and consulting on metadata design and creation for items being digitized. Evening and Weekend hours are required.

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 Special Collection's area is focused on the collecting, organizing and promotion of the collections of the Library of Michigan. This position is chiefly responsible for the digitization efforts of the Library as well as assisting and backup on website administration. Related metadata and web administration work contribute to making the collections accessible.

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:

Librarian 9

This is the entry level. As a trainee, the employee carries out a range of professional librarian assignments while learning the methods of the work.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of digitization best practices and techniques, and digital archiving and curation methods. Knowledge of metadata schema. Excellent communication skills, written and verbal, as well as presentation skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

none

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.

None

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