

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

Position Code 1. LIBRARNAA15R

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 DOC-BROOKS FACTY/MUSKEGON TEMP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Corrections Facility Administration
4. Civil Service Position Code Description LIBRARIAN-A	10. Division Earnest C. Brooks Correctional Facility
5. Working Title (What the agency calls the position) Librarian	11. Section Programs
6. Name and Position Code Description of Direct Supervisor KLUDY, JOHN J; ASSISTANT DEPUTY WARDEN-3	12. Unit Library
7. Name and Position Code Description of Second Level Supervisor SMITH, BOBBI L; STATE DEPUTY WARDEN-1	13. Work Location (City and Address)/Hours of Work 2500 S Sheridan, Muskegon, MI / Tues through Sat; hrs 7:30 to 4 p or 12:30 to 9 p

14. General Summary of Function/Purpose of Position

To oversee and ensure compliance with mandated library services as dictated by policy directives and operating procedures of the Michigan Department of Corrections. Responsible for establishment, operation and maintenance of the institution's General and Law Library for prisoners at the E.C. Brooks Correctional Facility, a Level I, II and IV facility housing 1,224 prisoners. The position is located inside the secured perimeter of the prison. General methods and procedures are available but may not be fully applicable to directing human and material resources; therefore, considerable independent judgment must be exercised in adapting and applying these methods and procedures to specific situations. Knowledge of supervising techniques, policies and procedures is required.

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: 60

Perform Administrative Tasks

Individual tasks related to the duty:

- Training and overseeing work of MDOC Library Assistant and prison workers.
- Interviewing, hiring, training and discharging prisoner library clerks.
- Write work program reports.
- Develop and manage Library budget.
- Manage Library correspondence, communication and operational paperwork
- Establish library schedule.
- Respond to written grievances.
- Manage Library computer operations.
- Create and maintain Library files.

Duty 2

General Summary:

Percentage: 20

Supervise and Assist Prisoners Using the Library

Individual tasks related to the duty:

- Supervise prisoners using the library.
- Screen personal book purchases of prisoners.
- Handle out prisoner book property.
- Assist prisoners with use of library material.
- Handle inter-library loans.
- Manage the circulation of library materials.
- Develop forms in accordance with policies and procedures.

Duty 3

General Summary:

Percentage: 15

Develop and Maintain Library Collections

Individual tasks related to the duty:

- Select, acquire and process library materials, audio tapes and video tapes.
- Acquire and process mandated legal materials.

- Inventory law and general library holdings.
- Create and maintain a vertical file for prisoner use.
- Design record keeping systems for the general and law libraries.
- Catalog newly acquired materials.
- Conduct annual prisoner use survey. Prepare stock lists of library holdings.

Duty 4

General Summary:

Percentage: 5

Promote Library Usage

Individual tasks related to the duty:

- Prepare subject bibliographies, information material and memos.
- Conduct prisoner use surveys of library services and materials.

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

Decisions are made independently regarding establishing and balancing the budget for library services; establishing short term and long-term goals; developing procedures; selecting and purchasing new materials; discarding worn and/or outdated material.

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

Approval to change work schedule, use of annual leave, decisions based on administrative changes that require library adjustments and decisions which may have affect facility, building or prisoner security.

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.

Sitting for long periods. Bending and stooping in confined areas. Ability to lift up to 40 pounds. Inherent dangers associated with working with and around convicted felons.

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. |

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?

This position requires the ability to make independent judgments, develop procedure, interpret policy, oversee work completed by library technician, hire, train, and supervise prisoner clerks, and work appropriately without supervision. Strong oral and written communication skills are needed to assist prisoners with their general and law library concerns.

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

The last position description on file for this classification is from 2004. The supervision was moved from the Principal to the Assistant Deputy Warden. There is more time spent performing administrative duties.

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

To provide general and law library services to prisoners. The position provides for a qualified librarian to oversee the daily operation of the institution's library.

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 12

Three years of professional experience providing librarian services equivalent to a Librarian, including one year equivalent to a Librarian P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of library materials, methods and organization. Thorough knowledge of the methods of classifying, cataloging and shelf-listing books. Thorough knowledge of the Dewey decimal and Library of Congress systems. Thorough knowledge of bibliographies, card catalogs, indexes, guides, encyclopedias and other reference materials. Ability to maintain records, prepare reports and correspondence. Ability to organize and coordinate the work of others. Ability to set priorities and assign work to other professionals. Ability to communicate effectively with others.

**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.

MAYGAN SCHAUB

12/3/2020

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