

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

Position Code 1. LIBRMGR1A01N

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-CHIPPEWA FAC/CHIPPEWA TEM
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) CFA
4. Civil Service Position Code Description LIBRARIAN MANAGER-1	10. Division Corrections
5. Working Title (What the agency calls the position) Librarian	11. Section Operations
6. Name and Position Code Description of Direct Supervisor ; STATE DEPUTY WARDEN-1 15	12. Unit Library
7. Name and Position Code Description of Second Level Supervisor ; SENIOR EXECUTIVE WARDEN 17	13. Work Location (City and Address)/Hours of Work 4269 W M-80, Kincheloe, MI 49784 / 80 hours per pay period

14. General Summary of Function/Purpose of Position

This position is to function as the Library Manager, setting priorities and directing the work of the employees in the Chippewa Correctional Facility libraries. Maintaining records, preparing reports and composing correspondence related to the work. Makes policy and budget recommendations for the library, selects and organizes library materials of various types. Supervision of all library services (Legal Writer Program, Electronic Law Library, etc.) providing law and general library services to prisoners housed both in general population and segregation. Analyzes, implements and evaluates standards and procedures for library programs exercising independent judgment to adapt and apply the guidelines to specific situations, as needed. Maintain order and security in the facility libraries.

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: 30

Library scheduling and supervision of staff and prisoners.

Individual tasks related to the duty:

- Prepare library schedules to meet policy requirements
- Prepare clerk work schedules prepare work evaluation.
- Ensure clerks are properly trained, supervised and evaluated.
- Process prisoner callout requests
- Provide staff training, identify staff development and training needs.
- Coordinate scheduling of staff supervision of prisoners in the use of both general and law library including the Legal Writer program.
- Enforce MDOC, facility and library rules; writing misconduct reports as needed

Duty 2

General Summary:

Percentage: 20

Provides prisoner access to court.

Individual tasks related to the duty:

- Provide supervision of the Legal Writer program and supervise the Legal Writer clerks.
- Screen prisoners for eligibility and make arrangements for the prisoner to have access to a legal writer.
- Process prisoner requests for legal photocopying services. Making decisions and approving or denying the request according to specific criteria.
- Conduct grievance interviews, answer complex research requests from prisoners.

Duty 3

General Summary:

Percentage: 15

Develop procedure and practice for standard library operation.

Individual tasks related to the duty:

- Participates in the establishment and updating of the various catalogs, vertical files and other research tools to reflect changes in library codes and practices, needs of library patrons and acquisitions or deletions from the library collection.
- Develops and updates Operating Procedures for the specific library.
- Handles requests from other libraries for the loan of materials.
- Maintain records and prepare reports and correspondence related to the work.

Duty 4

General Summary:

Percentage: 15

Provides information and research services.

Individual tasks related to the duty:

- Searches for and gathers library materials requested by prisoners.
- Compiles and reports specific information as requested
- Selects and orders or requests the acquisition of library material.
- Determines when materials are outdated and require replacement.
- Develops or adapts cataloging schemes to the needs of the specific library.
- Compiles bibliographies and pending lists, utilizing discretion and knowledge of the patron's needs.
- Monitors prisoner activity while they are using the library services.

Duty 5

General Summary:

Percentage: 15

Communication on Library issues.

Individual tasks related to the duty:

- Schedule meetings of library personnel to ensure proper function of the specific library.
- Attend monthly meeting with supervisors to receive information and voice concerns with possible problem areas.
- Attend MDOC training as required.

- Maintain records and prepare reports and correspondence related to the work.

Duty 6

General Summary:

Percentage: 5

Maintain and improve Library services and programs to meet Departmental goals.

Individual tasks related to the duty:

- Oversees the work of staff by making and reviewing work assignments, establishing priorities, coordinating activities and resolving related work problems.
- Participates and coordinate training as needed on Regional and Statewide levels
- Maintains a professional atmosphere in the unit with sensitivity and understanding toward staff and inmates.

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

1. Schedule Library services and programs – prisoner and staff.
2. Order library materials – prisoners and staff
3. Grievance review.
4. Supervise library staff.

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

1. Grievance responses.
2. Personnel changes.

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.

45% standing, walking or moving. 50% sitting, mostly at a computer. 5% lifting. The position requires working from the housing unit to the library in all types of weather conditions. This is a position in which the incumbent has regular unsupervised access to and direct contact with prisoners.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	LIBRARY TECHNICIAN-E 8		LIBRARY ASSISTANT-E 5p

Additional Subordinates

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

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

Ensure the Library functions properly, providing appropriate time schedules for Library and Law Library.

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

None

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

Provide prisoner population with appropriate Law Library and leisure time use of the General Library. The position fills this requirement.

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 Manager 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:

- Ability to assemble material quickly and efficiently.
- Ability to communicate effectively with others.
- Ability to adapt and organize information, resolve problems and respond to changes.

**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

12/28/2015

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