

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

Position Code 1. LIBRTCHAA36R

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-BELLAMY CREEK FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description Library Technician-A	10. Division IBC
5. Working Title (What the agency calls the position) Library Assistant	11. Section Prisoner Services
6. Name and Position Code Description of Direct Supervisor JONES, SABRINA C; ASSISTANT DEPUTY WARDEN-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor VACANT; STATE DEPUTY WARDEN-1	13. Work Location (City and Address)/Hours of Work 1727 W. Bluewater Hwy., Ionia, MI 48846 / 40 hours a week

14. General Summary of Function/Purpose of Position

Library Technician assists the librarian in overseeing library operations in a correctional setting. Functions independently much of the time supervising inmate use of the library and law library, compiles information. Makes decisions about scheduling, training, inmate clerks and inmate assignments. This position has regular unsupervised access to and direct contact with prisoners. This level position is responsible for the most complex tasks involving explaining instructions and guidelines to others as well as to organize, prioritize, and assign the work of the 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

Supervise prisoners in library setting, assisting them in the use of the card catalog, use of reference books and locating reading material. Supervision of general library clerks when they catalog, process, repair books and prepare overdue notices.

Individual tasks related to the duty:

- Sends out notices of Intent for lost and overdue books.
- Prepares purchase orders for supplies.
- Maintains the law and general library clerk's work schedules and payroll records.
- Purchases and inventories all library supplies.
- Assumes sole responsibility for cataloging all general library materials on computer.
- Coordinates and maintains cooperative relationships with outside resources including other libraries to enable prisoners to have access to additional general library items through an inter-library loan program.
- Makes decisions regarding scheduling for the library operation
- Observes prisoner's behavior to detect unusual or prohibited behavior that might be a threat to the security of the facility or the safety of prisoners or employees.
- Attempts to obtain prisoners' compliance with facility and area rules and regulations. Writes Disciplinary Actions (tickets) on prisoners for rule infractions.
- Administers first aid, when necessary.
- Performs related work as assigned.

Duty 2

General Summary:

Percentage: 20

Supervise and train inmate clerks and assists the Librarian with users in distributing inventory.

Individual tasks related to the duty:

- Supervises law library and law library clerks as well as users in distributing, inventory collection required to fulfill department "Access to Courts" Policy when Librarian is not on site.
- Maintain a liaison with level one clerk.
- Calls in substitutes for sick or transferred clerks.
- Law library clerk training.
- Supervise prisoners
- Accounts for prisoners under the work area including the arrival, exit and absence of prisoners on call out.

Duty 3

General Summary:

Percentage: 10

Maintains records and reports. Collects and provides statistical data to the librarian for the library monthly report.

Individual tasks related to the duty:

- Compiles monthly statistics of library collection use.
- Prepares monthly operational reports.
- Compiles inmate callout data for library use.
- Compiles photocopy data.
- Composes memos on scheduling, need for inmate workers.
- Completes library filing.

Duty 4**General Summary:****Percentage: 10**

Legal Photocopying Services. Receives all legal photocopy requests from prisoners

Individual tasks related to the duty:

- Check prisoners fund status in "Trust".
- Guide prisoners in filling out CSJ-602 form.
- Complete Facility regular copy request sheet and forward to Prisoner Accounting for approval.
- Log all legal photocopy requests processing the "Copy Log" sheet.
- Run legal copies and provide receipt to prisoners.
- Clears orders with Business Office.
- Identifies what items are exhibits for indigents.
- Maintains a log of orders and receipt of prisoner copies. Makes copies of legal exhibits and other papers.

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

Backup Legal Writer Program supervisor

Individual tasks related to the duty:

- Supervise the legal writer prisoner clerk when Librarian is not on site
- Set up appointments/call outs between legal writer and client.
- Orchestrate the communications between legal writers and contractual lawyers ensuring documentation is maintained as well as all court deadlines are met.

Duty 6**General Summary:****Percentage: 5**

Receives books and determines if orders are correct, communicates with vendors to insure library needs are met.

Individual tasks related to the duty:

- Maintain new material tracking log.
- Processes magazine orders.
- Supervises the maintenance and order of supplies for library typewriters.

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

- Determines what qualifies as an exhibit for inmates having no money. Determines which materials are state purchased before filling our procurements
- Assigns work to clerks.
- Schedules call-out after determining that each inmate signed up has no conflicting detail.
- Determines if property is being misused.

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

procurements, asking for guidance when there appears to be no prior precedent to a given situation or policy and procedure interpretation

**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 standing, bending, reaching constantly up and down.

Carrying often large amounts of mail including magazines, news papers and law books daily.

Light to moderate lifting constantly.

Pulling loaded book carts twice weekly in all kinds of weather.

No exterior air or view at work assignment, stale inmate odor and pressure of constant inmate demands.

Position is located in a correctional facility and requires direct contact with prisoners.

Conditions include working in high stress situations at times.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a fulltime, on-going basis.
Additional Subordinates**

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

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

Providing library services to inmate population. Supervising inmate use of the library. Maintaining security. Maintaining records. Supervising the compilation of callouts. Make photocopies. Assist the Librarian in maintaining and supervising a legal resources library which complies with MDOC policy and court guidelines

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

Reclassify to 11 level due to incumbent performing at the advanced level

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

The library is the center sphere of inmate access to law and general library materials and services. The library technician is constantly involved in this process and most often working independently. When the library and library technician's schedules overlap, this allows the librarian to address administrative matters.

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

EDUCATION:

Completion of two years of college (60 semester or 90 term credits) with 15 semester (24 term) credits in one or a combination of the following: library technology, audio-visual technology, or media technology.

EXPERIENCE:

Library Technician 11

Three years of experience equivalent to a Library Technician, including one year equivalent to a Library Technician E10.

Alternate Education and Experience

Library Technician 8 - 11

Four years of office support experience in a library setting, two years of which shall have been equivalent to the experienced (E7) level, may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of library methods, materials and organization. Knowledge of research methods in locating materials. Computer use.

CERTIFICATES, LICENSES, REGISTRATIONS: Notary

public certificate

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.

TINA CONRAN

5/26/2022

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