

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

Position Code 1.

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
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description LIBRARIAN-E	10. Division Northern
5. Working Title (What the agency calls the position) Librarian 9	11. Section Prisoner Services
6. Name and Position Code Description of Direct Supervisor ASSISTANT DEPUTY WARDEN-3	12. Unit Programs - Library
7. Name and Position Code Description of Second Level Supervisor STATE DEPUTY WARDEN-1	13. Work Location (City and Address)/Hours of Work 4533 W. Industrial Park Drive - Kincheloe MI 49788 / M-F and 8 a.m. to 4:30 p.m.

14. General Summary of Function/Purpose of Position

This position is located in the Prison Library of the Kinross Correctional Facility. The Librarian is responsible for the establishment, operation and maintenance of the institution's general prisoner library and the prisoner law library. This position requires the use of independent thinking in making administrative and supervisory decisions based on MDOC policies and facility guidelines. The Librarian is in direct contact with prisoners at all times and monitors prisoners in the library. The Librarian also provides assistance to prisoners with their informational and reference questions. He/she also monitors the use of the library. The person in this position spends 70% of their working hours in direct contact with prisoners.

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: 40

Provides prisoners with access to the law library and the general library.

Individual tasks related to the duty:

- Assists prisoner in how use the law library and the materials therein.
- Manages the circulation of library books and materials.
- Instruct prisoners in library skills
- Provide approved photocopies
- Manages interlibrary loans
- Monitors prisoner movement by effective using the call out system
- Monitors prisoner library use
- Writes and enforces the rules of the library area

Duty 2

General Summary:

Percentage: 50

Performs administrative tasks related to the library.

Individual tasks related to the duty:

- Participate in the hiring of library staff.
- Train and evaluate staff
- Develop and manage a budget
- Write procurement request for library materials
- Communicate with vendors
- Create library files necessary to library operation
- Review, investigate and respond to grievances
- Inventory the library as required
- Maintains records as prescribed by the retention schedule
- Establish and maintain a relationship with the local public library as well as the state library
- Handle correspondence from staff, prisoners and the public
- Keep daily records and write weekly and monthly Departmental reports.
- Coordinate with other Librarians throughout the State.
- Assist in training of staff regarding library issues, as requested.
- Acquires books , periodicals, updates, donations and special collections for the library.
- Performs inventories semi annually.

Duty 3

General Summary:

Percentage: 5

Promote library use.

Individual tasks related to the duty:

- Publicize library services.
- Prepare reading list.
- Plan and conduct library projects and programs that encourage reading interest and increase library use.

Duty 4

General Summary:

Percentage: 5

Improve personal and professional skills for better job performance.

Individual tasks related to the duty:

- The librarian should become acquainted with professional journals and attend continuing education courses.
- The librarian should network with other librarians and professional organizations.
- The librarian should attend professional conferences and workshops to improve personal skills.

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

Establish and implement goals.
Select books and periodicals.
Discard outdated materials
Arrange library layout
Monitor prisoner library use

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

Changes in work schedule
Personal leave time
Library procedure
Corrective action related to civilian employees

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.

Physical activities: Standing, sitting, kneeling, stooping, reaching, lifting, bending and walking daily. Transportation of large containers of books three times a week.

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?

Yes.

23. What are the essential functions of this position?

Monitoring prisoners and providing indicated services to prisoner clients. The Librarian must be knowledgeable and be able to instruct others on proper usage of legal and reference materials. The Librarian must be able to ensure that the appropriate rules, policies, procedures and ACA Standards are followed. Ability to use computers and supervise prisoners who use computers. The Librarian must be able to communicate well both verbally and in writing.

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?

It is the function of this work area to provide meaningful access to the courts and necessary Legal materials and references. The Law Library and Legal Writers must meet Federal and State standards. The Librarian supervision of these functions is critical to the success of this facility's ability to meet these mandates.

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

No specific type or amount is required.

Librarian 10

One year of professional experience providing librarian services equivalent to a Librarian 9.

Librarian P11

Two years of professional experience providing librarian services equivalent to a Librarian, including one year equivalent to a Librarian 10.

Librarian 12

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledgeable in the principals/practices of library sciences. Good interpersonal 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.

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