

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. LIBRARNAA77R

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-MAXEY CORRECTIONAL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> LIBRARIAN-A	<b>10. Division</b> Woodland Center Correctional Facility
<b>5. Working Title (What the agency calls the position)</b> Librarian	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> SIMMONS, BROCK A; STATE DEPUTY WARDEN-1	<b>12. Unit</b> Programs
<b>7. Name and Position Code Description of Second Level Supervisor</b> SCHREIBER, PAUL H; SENIOR EXECUTIVE WARDEN	<b>13. Work Location (City and Address)/Hours of Work</b> 9036 East M-36, Whitmore Lake, MI 48189 / Monday - Friday 8:00AM - 4:30PM - 40 hours/Week

**14. General Summary of Function/Purpose of Position**

Coordinate the law and general library services for level I, II, and IV prisoners at Woodland Correctional Facility. At the advanced level this position serves as the recognized resource for library services at the facility. The position ensures that prisoners are provided access to the Courts as required by applicable policies, procedures, Administrative Rules, and state and federal laws and court (judicial) requirements. WCC Librarian is responsible for the establishment, operation, and maintenance of the institution's General Prisoner Library, the Law Prisoner Library, and satellite collections. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs. Ability to maintain and operate a state agency's Prison Library.

**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: 35**

As a recognized resource, supervises and administers facility's library services under broad guidelines and instructs and researches legal materials for Lay Library on Michigan Law. Ensure prisoner access to the courts and legal system.

**Individual tasks related to the duty:**

- Establish circulation system for delivery of Law Library items to Segregation and inpatient prisoners.
- Determine if a prisoner is to receive extra time in the Law Library and how the need is to be met.
- Screen prisoners and manage files for Legal Writer Program.
- Inventory main law library and satellite (mini law library) collections to ensure continual compliance with policy directives.
- Maintain multiple sets of policy directives, operating procedures, law materials, etc.
- Create indexes to facilitate ease of use for prisoners.
- Instruct prisoners in legal research and assist the legal writer program.
- Handle legal photocopies: 1. Enter prisoner request in Log Book noting receipt date, name and number of prisoner, type of copying, return date and number of copies. 2. Determine charges for copies requested. 3. Assess whether an indigent request meets policy requirements for copying. 4. Determine whether an account should be flagged for prisoners with insufficient funds at time of request.

**Duty 2**

**General Summary:**

**Percentage: 25**

Perform Administrative tasks

**Individual tasks related to the duty:**

- Define library goals.
- Create and maintain library files.
- Write monthly reports of library activities per policy directives.
- Collect and analyze data relating to library activities.
- Maintain prisoner work attendance reports.
- Prepares monthly prisoner payroll reports.
- Respond to grievances and litigation requests.
- Catalog new materials.
- Periodically co-author local/facility operating procedures.
- Attend required training as scheduled.
- Copies legal materials for all prisoners.
- Ensures only legal photocopies are completed by assigned clerk(s).
- Attends staff meetings
- Attends annual Librarian Conference
- Conducts in-house staff meeting with prisoners detail workers
- Completes and submits monthly reports to Deputy Warden

**Duty 3**

**General Summary:**

**Percentage: 20**

As a recognized resource, oversees Legal Writer program, and supervises legal writers and prisoner library clerks.

**Individual tasks related to the duty:**

- Assigns all detail workers to needed positions.
- Trains and oversees job responsibilities, monitors attendance.
- Screens new requests for services to meet education requirements.
- Screens requests to ensure they meet the requirements for allowable work.
- Oversees the legal writers to ensure their work remain within the guidelines of the programs.
- Emails information to the outside contractor from the legal writers
- Received e-mail from the contractors for the legal writers
- Prints legal writer material as necessary
- Completes and submits library workers payroll forms monthly.

**Duty 4**

**General Summary:**

**Percentage: 10**

Develop and maintain general library collection.

**Individual tasks related to the duty:**

- Solicits bookstores, public libraries, friends, co-workers and publishers for books and magazines to enhance our general library collection.
- Assess and develop a general library collection to meet prisoner recreational and educational needs.
- Identify sources for and acquire donated materials.
- Promote library usage by issuing new book lists and creating bulletin board displays.
- Perform complex tasks and research related to acquisition of federally funded library grants.
- Initiate purchase of books, periodicals, supplies and equipment.
- Establish organization of the library collection, including inventory and repair of the collection.
- Establish and monitor checkout system.
- Survey prisoners to identify wants and needs.

#### Duty 5

#### General Summary:

Percentage: 10

Supervises prisoner library use and functions as a member of Treatment Team

#### Individual tasks related to the duty:

- Ensures rules are enforced in library
- Makes recommendations for rule/schedule changes as appropriate
- Communicates regularly with treatment Team members regarding behaviors of mental health prisoners
- Maintains library schedule and services for all prisoners in compliance with policies and standards
- Prepares prisoner call-outs for library services utilizing the OCMS System
- Delivers library services to prisoners unable to come to the library.
- Counsel and reprimand prisoner, including writing misconduct reports and Notices of Intent.
- Train, supervise, and evaluated job performance of porter and legal writers and library clerks.

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

Circulation of reference legal materials, prisoner eligibility for call out, photocopying, and proper reading material for institution setting. These decisions affect the prisoners, the security of the prison library, and the safety of the Librarian.

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

Approval to change schedule, approval of personal leave, and matters of a serious or critical nature that may affect institutional security. Budget, establish goals, purchasing equipment, and policy and procedure 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.

Standing, walking, lifting, carrying books, magazines, and mail. Bending, reaching and transporting books, legal materials and photocopying from one location to another within the prison.

#### 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?

As a recognized resource provides and supervises library services for the Woodland Center Correctional Facility. Services will include both a general library and a law library. Ensures that all required or mandated legal materials are offered and available to the prisoners. Ensures that the minimum required hours for Law Library are met. Follows all policies and procedures.

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

Updating to reflect change in supervisor.

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

Supplies the prisoners with a general library and a law library. The Librarian supplies the expertise needed in the daily operations of a 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:**

Knowledge of library materials, methods and organization. Knowledge of the methods of classifying, cataloging and shelving books. Knowledge of the Dewey decimal and Library of Congress classification systems. Knowledge of bibliographies, card catalogs, indexes, guides, encyclopedias, and other reference materials used in the library. Knowledge of reading interests of library patrons and book selection techniques and policies to meet these interests. Knowledge of research methods used in locating complex materials and making up subject bibliographies. Ability to comprehend complex literature. Ability to exercise sound judgment in classifying books and other printed or audiovisual materials. Ability to assemble material quickly and efficiently. Ability to adapt and organize information to meet specific needs, resolve problems, and respond to changes. Ability to maintain records, and prepare reports and correspondence related to the work. Ability to communicate effectively with others. Ability to maintain favorable public relations.

**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.***

TABATHA DAVIS

9/22/2025

\_\_\_\_\_  
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.***

ELIZABETH POPIEL

Employee

Date