

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 MDHHS-HAWTHORN CTR NORTHVILLE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals and Centers
4. Civil Service Position Code Description LIBRARIAN-E	10. Division Administration
5. Working Title (What the agency calls the position) Librarian	11. Section Library
6. Name and Position Code Description of Direct Supervisor YOUNG, LATISHA M; SCHOOL PRINCIPAL-3	12. Unit Child and Adolescent Services
7. Name and Position Code Description of Second Level Supervisor SOLKY, MARY C; SENIOR EXEC HOSPITAL DIRECTOR	13. Work Location (City and Address)/Hours of Work 30901 Palmer Rd Westland MI 48186 / 8 am - 5 pm, Monday - Friday
14. General Summary of Function/Purpose of Position This position functions as the librarian for WRPB Medical and Children's Library, completing a variety of assignments to provide services to library users and to develop, implement, improve, and maintain WRPB 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: 40

Plans, organizes, directs, and manages all aspects of the medical library, including reference and research services for medical library users.

Individual tasks related to the duty:

- Searches for and gathers library materials requested by students, interns, residents, and staff.
- Selects, compiles, and reports specific information as requested.
- Assists library users in their use of the cataloging system and other reference sources by supplying directions, selecting resources, and answering questions.
- Compiles bibliographies and reading lists, using discretion and knowledge of the user's needs.
- Provides orientation to students, interns, residents, and staff on use of the internet and online catalogs.
- Conducts online searches requested by staff by using online electronic database resources such as Medline, first search, InfoTrack.
- Selects and orders or requests the acquisition of library materials and equipment.
- Determines when materials are outdated and require replacement.
- Catalogs books and other library materials according to standard library practices.
- Handles interlibrary loans requested by other libraries. Initiates requests to other libraries for loan of materials when resources are not available within the library through Docline and the Library of Michigan.
- Monitors and reports on library usage and makes recommendations for the improvement of library services.

Duty 2

General Summary:

Percentage: 60

Plans, organizes, directs, and manages all aspects of children's library services.

Individual tasks related to the duty:

- Develops and conducts programs for children which encourages reading, viewing and listening skills and the use of the library facilities and materials.
- Develops and implements programs to children such as story time.
- Develops and updates children's library policy.
- Pursue and applies for grant money for children's services.
- Selects all materials for Children's Room.
- Evaluates and maintains children's collection for balance and comprehensiveness.

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

Establishing rules, procedures and programs for library services. Selecting databases for searching and cataloguing library material. Purchase of books and audiovisuals. These decisions affect the library staff and patrons by ensuring they receive the most up to date information available.

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

Purchase of equipment, or furniture. When procedures or changes in procedure affect other departments or services in the hospital.

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 Effort: lifting, carrying and stooping to shelve library books and periodicals many times per day; sitting at computer for extended periods to complete work.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | 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?

Serves as an information resource for all hospital departments; monitors and maintains current periodicals, indexes, and abstracts in print or electronic format, other clinical and managerial literature, successful practice, practice guidelines, research data, recent editions of texts and other resources, and on-line computer linked information sources via the Internet. Responds to requested services by library patrons including literature searches and interlibrary loans. Creates and implement children library programs to promote the use of the children's library.

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

No longer responsible for CME activities for the hospital.

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

The function of the work area is to provide the most recent and up to date information to WRPH employees, students, residents, and interns to enhance and improve individual and organizational performance in consumer care, governance, management, and support processes.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect, and fairness.

Knowledge of library materials, methods and organization.
Knowledge of the methods of classifying, cataloging and shelf-listing 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.

CERTIFICATES, LICENSES, REGISTRATIONS:

Library of Michigan 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.

N/A

I certify that the entries on these pages are accurate and complete.

FELISHIA WILLIAMS

8/29/2024

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