

## 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> EDUCATION
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Library Consultant-E	<b>10. Division</b> Finance and Operations
<b>5. Working Title (What the agency calls the position)</b> Library Consultant 12	<b>11. Section</b> Library of Michigan
<b>6. Name and Position Code Description of Direct Supervisor</b> WHITE, SHANNON D; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> Library Development
<b>7. Name and Position Code Description of Second Level Supervisor</b> RILEY, RANDY J; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Michigan Library Historic Center, 702 W Kalamazoo St. Lansing, MI 48911 / M-F, 8-5
<b>14. General Summary of Function/Purpose of Position</b> Provides consultation on digitization of materials to libraries and related organizations throughout Michigan and participates as a team member for Library Development (LD). Collaborates with Library Development Unit staff and outside organizations to ensure implementation and success of both LD and Library of Michigan programs and services. Coordinates statewide activities for the Library of Michigan, LM, within the LD department, including programs and initiatives directed at digitization of library and/or cultural heritage institutions (CHI) collections. Provides consultation, training and educational resources to supporting digitization projects for the library and cultural heritage organization community. Collaborates with partners both inside and outside state government to accomplish goals around digitization and preservation programs and activities. Provides input to the Library Development Manager and the Library Management Team on statewide library issues. Represents the Library of Michigan within the department, in state and at national level; participates in pertinent professional associations and acquires continuing education essential to carry out job responsibilities	

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: 75**

Provide consulting services and support to assist libraries and cultural heritage organizations (CHIs) digitizing local historical and special collection materials for user access and long-term preservation.

**Individual tasks related to the duty:**

- Provide services and programs to support outside organizations efforts to digitize and describe materials
- Provide statewide consulting assistance to libraries and cultural heritage organizations needing digitization assistance
- Create and maintain resources such as best practices, processes and procedures for digitization projects
- Create and deliver training to variety of audiences and skill levels seeking to develop skills and knowledge around digitization, preservation, and metadata
- Collaborate with LM Public Services Librarians on use of LM's instance of ContentDM or future digital repository to house digital collections from outside organizations
- Coordinate Library Services and Technology Act (LSTA) grant funding for digitization projects and work with LSTA Grant Coordinator to revise grant guidelines, coordinate review process, monitor grant projects and incorporate grant projects into appropriate repositories, including Michigan Memories and Digital Public Library of America (DPLA)
- Participate in statewide collaborations to support digitization and preservation by libraries and CHIs in Michigan such as the Michigan DPLA Hub, Michigan Preservation Network, and others
- Coordinate lending of digitization equipment and coordinate deliveries of kits and retrieval
- Seek grant-funding and partnership opportunities to improve digitization and preservation programs for libraries and CHIs
- Promote statewide digitization projects and opportunities through presentations, articles, communications, exhibits, and other marketing efforts
- Actively cultivate communication with stakeholders and content providers
- Provide consultation to libraries and partners on copyright and related rights and how they are applied in the digitization setting
- Act as liaison to community partners as well as vendors
- Continually monitor and evaluate program for improvement

**Duty 2**

**General Summary:**

**Percentage: 20**

Collaborate with Library Development staff and outside organizations to ensure implementation and success of both LD and Library of Michigan programs and services.

**Individual tasks related to the duty:**

- Participate on Library Web Team using CMA to create content and maintain selected portions of website
- Participate in accessibility remediation to support website and other content as needed
- Maintain necessary data and information required for departmental reporting requirements and analyze and create reports for programs responsible for in LD
- Collaborate with other LM Teams to make recommendations related to support LM program(s)
- Participate in outreach and marketing of LD programs and services using standards set by office
- Maintain regular communications with LD staff to ensure efficiency of program and service delivery
- Actively participate on assigned teams and in required meetings

**Duty 3**

**General Summary:**

**Percentage: 5**

Perform special projects or other duties as assigned

**Individual tasks related to the duty:**

- Represent the Library of Michigan on both a state and national level
- Participate in new initiatives and programs as requested by supervisor
- Participate in professional organizations, attend workshops and seminars and obtain professional development related to job responsibilities and to maintain qualifications for position
- Serve on Library, MDE or other SOM teams or committees as appropriate

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

Determine Michigan library and CHI community needs regarding areas of digitization and make recommendations and carry out work to fill these needs. Organizations staff and budgets would be affected by these decisions.

Responding to requests seeking general library consultation information. Library staff, trustees, partner organizations, and other cultural heritage organization community members would be affected by these decisions.

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

- Decisions regarding budgeting and expenditures
- Decisions regarding participation in large scale projects and initiatives requiring office support
- Changes that have significant impact on policy and processes for library(s) and related organizations

**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.**

Standard office setting.  
 Transport materials to off-site events periodically.  
 Overnight and day travel within and out-of-state is required to carry out responsibilities of position.  
 Must be prepared to adjust work hours and times as determined by supervisor to ensure timely implementation or completion of assignments.

**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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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?**

Provides consultation on digitization of materials to libraries and related organizations throughout Michigan and participates as a team member for Library Development (LD). Collaborates with Library Development Unit staff and outside organizations to ensure implementation and success of both LD and Library of Michigan programs and services. Coordinates statewide activities for the Library of Michigan, LM, within the LD department, including programs and initiatives directed at digitization of library and/or cultural heritage institutions (CHI) collections. Provides consultation, training and educational resources to supporting digitization projects for the library and cultural heritage organization community. Collaborates with partners both inside and outside state government to accomplish goals around digitization and preservation programs and activities. Provides input to the Library Development Manager and the Library Management Team on statewide library issues. Represents the Library of Michigan within the department, in state and at national level; participates in pertinent professional associations and acquires continuing education essential to carry out job responsibilities

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

New position

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

The Library Development work area assists and supports libraries and related organization in providing services to their communities. This involves providing expert consultation, training, coordination of a variety of projects in a variety of areas related to provision of library services in Michigan. This position focuses its expertise on the area of digitization of library and other special collection materials by library staff and other outside organizations.

**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:**

**Library Consultant 12**

One year of administrative or consultative, professional, librarian experience.

**Library Consultant P13**

Two years of administrative or consultative, professional, librarian experience, including one year equivalent to a Library Consultant 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of current digitization techniques as applied in libraries or other cultural heritage institutions
  - Knowledge of special collection and archival materials handling and care
  - Understanding of current digital preservation concepts
  - Experience in digital conversion, file transfer, and file management
  - Experience working with digital initiatives in a library or cultural heritage environment
  - Demonstrated experience with metadata for digital objects. Knowledge of current metadata standards, such as Dublin Core, MODS, METS, and other emerging data standards
  - Demonstrated experiences with platforms used to host one or more of the following: digital collections or digital exhibits such as ContentDM
  - Understanding of copyright issues for digital collections
  - Demonstrated experience implementing technology tools and solutions
- Demonstrated ability to plan, coordinate, organize, complete and manage multiple projects
- Excellent speaking, writing, group facilitation skills
  - Experience using tools for web authoring such as HTML, social media, and online collaboration
  - Knowledge of services and materials offered in various types of libraries
  - Ability to develop training and/or continuing education for library community
  - Experience providing training and instruction to individuals or small groups
  - Ability to present ideas effectively at a level of style, grammar, organization and technical construction expected at a consultant level
  - Ability to adapt and organize information to meet specific needs, resolve problems, and respond to changes
  - Ability to work with diverse groups and obtain cooperation with others in carrying out initiatives
  - Ability to conduct and participate in workshops, in-service education conferences and public meetings
  - Ability to establish and maintain effective relationships and communicate effectively
  - Ability to maintain records, compile data, and prepare reports and correspondence related to the work
  - Ability to maintain favorable public relations and provide high level of customer service
  - Ability to collaborate and successfully work in a team environment to meet goals
  - Ability to resolve conflicting high priority requirements
  - Proficiency in using current technology to carry out job responsibilities and to adapt with frequent changes.
  - Ability to establish and maintain effective relationships, under varied conditions, with members of the Michigan library community, professional personnel and a variety of individuals at all levels of service.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

ALA accredited Master's Degree in Library Science

Valid Driver's License

***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.

Please establish

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

JENNIFER GRAY

\_\_\_\_\_  
Appointing Authority

1/26/2021

\_\_\_\_\_  
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