

**State of Michigan
Civil Service Commission**

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

Position Code

1. LIBRTCHEA07R

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-HURON VALLEY CORR COMPLEX
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Women's Huron Valley Correctional Facility
4. Civil Service Position Code Description LIBRARY TECHNICIAN-E	10. Division Program's Department
5. Working Title (What the agency calls the position) Library Technician	11. Section Library
6. Name and Position Code Description of Direct Supervisor RHOADES, JONATHAN D; ASSISTANT DEPUTY WARDEN-3	12. Unit Law and General Libraries
7. Name and Position Code Description of Second Level Supervisor REEVES, ERIKA T; STATE DEPUTY WARDEN-1	13. Work Location (City and Address)/Hours of Work 3201 Bemis Rd., Ypsilanti / 80 hours bi-weekly as needed

14. General Summary of Function/Purpose of Position Employees in this position assist professional librarians in maintaining departmental libraries and provide requested assistance to patrons of the 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: 30

Input library callouts.

Individual tasks related to the duty:

- Check prisoner's schedule on computer to see when they are able to attend library.
- Assign time slot.

Duty 2

General Summary:

Percentage: 25

Legal photocopying.

Individual tasks related to the duty:

- Make sure legal photocopy disbursement form is filled in correctly and signed by prisoner.
- Check material to make sure it belongs to prisoner, is legal material, and contains no contraband.
- Check prisoner account to see if prisoner has funds to make copies.
- If not, determine if items qualify for a legal photocopy disbursement loan per PD 05.03.115

Duty 3

General Summary:

Percentage: 20

Supervise legal writer program and library clerks.

Individual tasks related to the duty:

- Screen prisoners for eligibility for legal writer program.
- E-mail correspondence.
- Print documents.
- Complete prisoner payroll for library workers.
- Complete prisoner work evaluations.
- Oversee circulation of books: monitor checkouts, returns, overdues
- Assign tasks to clerks.
- Maintain disbursement booklist.

Duty 4

General Summary:

Percentage: 10

Provide library services to Segregation unit, Calhoun Acute, RGC and Infirmary.

Individual tasks related to the duty:

- Visit all units, retrieve legal photocopy disbursements, deliver copies, law and general library materials.

Duty 5**General Summary:****Percentage: 10**

Interlibrary loan.

Individual tasks related to the duty:

- Collaborate with local library to obtain reading materials for inmates otherwise not available.
- Maintain corresponding records.

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

Miscellaneous duties as needed.

Individual tasks related to the duty:

- Approve prisoner disbursements.
- Answer questions.
- Notarize documents.
- Assist prisoners in finding materials.
- Solicit and receive donated materials.

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

Placement of prisoners on library callout. Decide if items qualify for a legal photocopy disbursement loan if prisoner does not have adequate funds. Decide which tasks to assign to prisoners.

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

Any question or situation that may arise that cannot be addressed through the Policy Directives, Operating Procedures, or other channels.

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?

Provide and supervise library services for the Correctional Facility. Services will include both a general library and a law library. Ensure that all required or mandated legal materials are offered and available to the prisoners. Ensure that the minimum required hours for Law Library are met. Follow all policies and procedures.

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

No changes in job - establishing PD in PARIS.

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

Supply the prisoners with a general library and a law library. The Librarian Technician position functions as an assistant for the Librarian to implement all library services.

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 8

No specific type or amount is required.

Library Technician 9

One year of experience equivalent to a Library Technician 8.

Library Technician E10

Two years of experience equivalent to a Library Technician, including one year equivalent to a Library Technician 9.

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 the methods of classifying, cataloging, and shelf-listing books. Knowledge of the Dewey Decimal and Library of Congress classification systems. Knowledge of card catalogs, indexes and other reference material used in the library. Knowledge of research methods used in locating materials. Ability to understand and carry out instructions. Ability to operate audio-visual equipment or other equipment used in the work. Ability to assemble material quickly and efficiently. Ability to select and compile data for correspondence and reports. Ability to compose routine correspondence. Ability to interpret instructions and guidelines to resolve work problems.

CERTIFICATES, LICENSES, REGISTRATIONS:

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

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.

Establishing PD for job postings - no recent copy in PARIS.

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

SEAN COLEMAN

9/4/2025

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.

Employee

Date