

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

Position Code

POSITION DESCRIPTION

<p>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.</p>	
<p>2. Employee's Name (Last, First, M.I.)</p>	<p>8. Department/Agency DOC-NEWBERRY FACILITY</p>
<p>3. Employee Identification Number</p>	<p>9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration</p>
<p>4. Civil Service Position Code Description LIBRARIAN-E</p>	<p>10. Division</p>
<p>5. Working Title (What the agency calls the position) LIBRARIAN</p>	<p>11. Section</p>
<p>6. Name and Position Code Description of Direct Supervisor MCINTYRE, JARON; ASSISTANT DEPUTY WARDEN-3</p>	<p>12. Unit</p>
<p>7. Name and Position Code Description of Second Level Supervisor HUBBLE, ANDY; STATE DEPUTY WARDEN-1</p>	<p>13. Work Location (City and Address)/Hours of Work 13747 E County Road 428, Newberry, MI 49868 / 40 hours weekly</p>
<p>14. General Summary of Function/Purpose of Position</p> <p>Coordinate the law and general library services for the Newberry Correctional Facility and Alger Correctional Facility. Ensure that prisoners are provided access to the courts as required by applicable policies, procedures, administrative rules, state and federal laws and court (judicial) requirements.</p>	

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:** 60

Develop and maintain the law library and general reading collections. Ensure access to the law library and general reading collection.

Individual tasks related to the duty:

Assess and develop a general library collection to meet prisoner recreational and education needs.
Identify sources for and acquire materials.
Perform tasks and research related to acquisition of library grants.
Initiate purchase of books, periodicals, supplies and equipment.
Establish organization of the general and law library collections, including inventory and repair of the collections.
Develop a schedule for prisoners to have access to the library with consideration of the safety and security of the facility.
Interview, hire, train and discharge prisoner library clerks; create prisoner clerk job descriptions.
Provide general reference service and supervise the circulation and use of library materials.
Perform interlibrary loan service.

Duty 2**General Summary:****Percentage:** 20

Supervise Legal Writers and ensure prisoner access to the courts and the legal system.

Individual tasks related to the duty:

Assist and monitor Electronic Law Library services.
Review, analyze and respond to requests for legal materials.
Instruct prisoners in legal research and assist the legal writer program.
Handle legal photocopies.

Duty 3**General Summary:****Percentage:** 20

Perform administrative duties.

Individual tasks related to the duty:

Develop and issue work assignments to Legal Writers
Prepare required reports.
Attend meetings.
Set library goals.
Complete procurement requests for library supplies and materials.
Maintain records relevant for audit requirements.
Respond to grievances and litigation.
Review and propose updates to local operating procedures.
Evaluate requests from prisoners for services.

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

Establish general library goals concerning its use and collection development. Establish the scope of the law and general libraries. Determine proper space utilization for staff use and inmate libraries. Respond to situations affecting order and control of the area used by the inmate population.

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

Approval of personal leave and library scheduling.

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.

Sitting, standing, lifting, and walking. Heat, cold, moderate noise. This position has daily unsupervised contact with prisoners.

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

None

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?

The essential duties of the position are to provide general library services to the Newberry Correctional Facility and the Alger Correctional Facility and to provide law library for all prisoners as an avenue to have access to the courts. The Librarian is responsible for the supervision and oversight of the Legal Writers program which includes maintaining equipment, supplies, and legal resources necessary to run the program. In addition, the Librarian must have knowledge of the reading interests of prisoners and must select and provide reading materials to meet these interests.

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 function of the work area is to provide library services to the prisoners, access to the courts by trained paralegals and a law library. Provide a leisure time outlet for the prisoners. The Librarian position ensures a trained professional is available to provide the above-described services..

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:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

**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.

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