

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

1. LIBRMGR1A03N

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-NEWBERRY FACILITY
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description LIBRARIAN MANAGER-1	10. Division
5. Working Title (What the agency calls the position) Librarian Manager	11. Section
6. Name and Position Code Description of Direct Supervisor 	12. Unit
7. Name and Position Code Description of Second Level Supervisor 	13. Work Location (City and Address)/Hours of Work 13747 E COUNTY RD 428; NEWBERRY, MI 49868 / 80 hours biweekly
14. General Summary of Function/Purpose of Position Professional Librarian Manager is responsible for overseeing and supervising the operation of NCF and LMF libraries. This position includes the supervision of two staff, as well as supervising inmate library users and workers. The Librarian Manager uses professional skills and judgment in providing an institutional library that will meet department and library standards.	

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: 50**

Daily operation of NCF and LMF Law Libraries and General Libraries.

Individual tasks related to the duty:

- Interviewing and contributing to hiring decisions regarding Library Assistants/Library Technicians.
- Supervision of Library Assistant/Library Technician including: training and evaluation, making and reviewing work assignments and work schedules, resolving work related problems.
- Supervision of prisoners who work in and use the library, including hiring and training of prisoner workers, observation of prisoner behavior and evaluation of prisoner worker job performance.
- Assisting prisoners in locating appropriate library materials through use of the catalog and offering interlibrary loan services when appropriate.
- Coordination of prisoner leisure time activities in library related areas.
- Completion of operational paperwork such as callouts, monthly reports and memoranda as needed.

Duty 2**General Summary:****Percentage: 25**

Development and organization of NCF and LMF library collections.

Individual tasks related to the duty:

- Evaluation of the collections and of the needs of library users to provide materials which will be useful to the population being served.
- Formulating projects to build the collection and writing proposals to carry out the projects.
- Contacting appropriate vendors for needed library materials.
- Cataloging library materials according to professional standards in order to organize the collection for easy use.
- Providing additional sources of materials to library users through professional contact with other libraries. This contact is made both in person and through telephone/electronic communication.
- Determines when materials are outdated and require replacement.

Duty 3**General Summary:****Percentage: 15**

Assures compliance of NCF and LMF library operations with Departmental policy and audit standards.

Individual tasks related to the duty:

- Suggests policy change through the proper channels
- Reviews operating procedures and makes changes as needed to comply with policy
- Reviews audit standards and make necessary changes to comply with standards

Duty 4**General Summary:****Percentage: 10**

Represents NCF and LMF in responding to library related questions.

Individual tasks related to the duty:

- Attends professional conference/seminars to keep abreast of current developments in the library field.
- Attends departmental librarian meetings to share with, and learn from, other prison librarians and to discuss departmental changes on library operations.

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

Arrangement of the library collection. Affects prisoners and staff. Inaction results in difficulty finding library materials as well as loss of materials.

Ordering library materials and supplies. Affects prisoners and the institution. Inaction results in a lack of appropriate reading materials and lack of library use. Violation of policy and procedure may result in loss of litigation.

Scheduling library users. Affects prisoners. Inaction would result in violation of prisoners' rights to access the court. Affects institution - effective scheduling results in the smoother operation of the facility and the ability of the institution and the Department to defend against litigation.

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

Decisions which affect other areas of prisoner services at the facility, e.g. scheduling must fit in with the overall schedule and movement plan.

Grievance responses.

Personnel 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.

Moving books and other library materials on a daily basis. Frequent walking and sitting. This position has regular unsupervised access to and direct 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	LIBRARY ASSISTANT-E 5		LIBRARY TECHNICIAN-E E10

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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

Operation of the NCF and IMF prison libraries, including both the general and law libraries. Assuring compliance with policy and audit standards.

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

None

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

The work area functions in providing services to prisoners. These services include, but are not limited to, education, recreation, classification, religion, library and hearings investigator. This position provides materials and information to prisoners as well as providing constitutionally guaranteed access to the courts.

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:

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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 shelf-listing books. Knowledge of the Dewey decimal and Library of Congress classification systems. Knowledge of reference materials. Knowledge of research methods in locating complex materials and making up subject bibliographies. Ability to organize and coordinate the work of others. Ability to set priorities and assign work to others. Ability to maintain records, and prepare reports and correspondence related to the work. Ability to communicate effectively with others. Ability to anticipate the needs of library users.

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