

**State of Michigan
Civil Service Commission**

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

Position Code

1. LIBARNAA58R

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 Librarian-A	10. Division Programs
5. Working Title (What the agency calls the position) LIBRARIAN	11. Section Library
6. Name and Position Code Description of Direct Supervisor ; STATE DEPUTY WARDEN-1 15	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; SENIOR EXECUTIVE WARDEN 17	13. Work Location (City and Address)/Hours of Work 3201 Bemis Rd. Ypsilanti, MI 48197 / M-F 8:00am-4:30pm

14. General Summary of Function/Purpose of Position

WHV Librarian with responsibilities for the establishment, operation and maintenance of the institution's General Prisoner Library, the Law Prisoner Library, and satellite collections. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs. Ability to maintain and operate a State Agency's Prison Library. The position requires the use of independent thinking in making administrative and supervisory decisions based on MDOC policies and facility guidelines. This position functions as a recognized resource.

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: 55

Supervise and administer facility's library services under broad guidelines and instruct and research legal materials for Law Library materials and resources on Michigan Law

Individual tasks related to the duty:

Coordinates activities by scheduling work assignments and setting priorities.

- Maintain records, prepare reports, and composes correspondence relative to the work.
- Make policy recommendations for the assigned library area.
- Analyzes, implements, and evaluates standards and procedures for library programs and services.
- Manages the circulation of library books and materials as well as interlibrary loans
- Develop and manage a library services budget, including state funds and PBF (Prisoner Benefit Fund). Create purchase orders, procurement requests and other documents for library ordering.
- Plan and conduct projects and programs that encourage reading interest and library use.

Duty 2

General Summary:

Percentage: 10

Legal photocopying.

Individual tasks related to the duty:

Copy legal materials for all prisoners paying special attention to security precautions (no copying of details).

- Correspond with the photocopy vendor for supplies and services.
- Process disbursement requests for legal photocopy services.

Duty 3

General Summary:

Percentage: 10

Supervise prisoner library clerks and assist in overseeing the working schedule of the Library Technician

Individual tasks related to the duty:

Hire, assign and train all detail workers for needed library positions.

- Oversee job responsibilities.
- Monitor attendance and job performance, documenting same.
- Assign library tasks to Library Technician.

Duty 4

General Summary:

Percentage: 10

Generate reading materials for the General Library.

Individual tasks related to the duty:

Solicit bookstores, public libraries, friends, co-workers and publishers for books and magazines to enhance our general library collection.

Duty 5

General Summary:

Percentage: 10

Oversee Legal Writer Program

Individual tasks related to the duty:

Screen new requests for services to meet education requirements.

- Screen requests to ensure they meet the requirements for allowable work.
- Oversee the legal writers to ensure their work remains within the guidelines of the program.
- E-mail information to the outside contractor from the legal writers.
- Receive e-mail from the contractors for the legal writers.
- Print legal writer material as necessary
- Dialogues with the outside contractor to resolve Legal Writer Program issues.

Duty 6

General Summary:

Percentage: 5

Staff Meetings

Individual tasks related to the duty:

Attend staff meeting.

- Attend annual Librarian Conference.
- Conduct in-house staff meeting with prisoner detail workers
- Chair Library Forum Subcommittee meetings and provide minutes for same..

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

Circulation of reference legal materials, prisoner eligibility for call out, photocopying, proper reading material for institution setting. Affect prisoners and security of the prison library and safety of Librarian and the Librarian Technician.

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

Approval to change schedule, approval of personal leave, matters of serious or critical nature that may affect institutional security. Budget, establish goals, purchasing equipment and policy procedure 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.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
WOODWARD, NEENDONISS	LIBRARY TECHNICIAN-E 8		

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.	Y	Assign work.
N	Provide formal written counseling.	Y	Approve work.
N	Approve leave requests.	Y	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	Orally reprimand.	Y	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 Women's Huron Valley 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.

Increased level of responsibility as the lead worker, including supervision of library services and subordinate Library Tech. This position functions as a recognized resource for the Women's Huron Valley Correctional Facility.

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 position functions as the supervisor of the entire library operations. She supplies the expertise needed in the daily operations of a library.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Masters Degree Master of Library and Information Science Degree.

EXPERIENCE:

Three years of professional experience providing librarian services equivalent to a Librarian in State Service, including two years equivalent to an intermediate level Librarian.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of library materials, methods, and organization. Supervisory and training techniques. Knowledge of the methods of classifying, cataloging, and shelf-listing library materials. Communicate effectively with others, and maintain favorable public relations.

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

10/4/2012

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