

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

LIBRARIAN MANAGER

JOB DESCRIPTION

Employees in this job serve as managers directing the work of professional or nonprofessional staff in state and departmental libraries. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations, as needed. The work requires knowledge of the policies, procedures, and regulations of library programs, and supervisory techniques, personnel policies, and procedures.

There are four classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title - Librarian Manager-1

Librarian Manager 12

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

Position Code Title - Librarian Manager-2

Librarian Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

Position Code Title - Librarian Manager-3

Librarian Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title - Librarian Manager-4

Librarian Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Makes budget and policy recommendations for the assigned library area.

Selects, evaluates, and organizes library materials of various types, including books, CD-ROMs, periodicals, microfiche, and documents.

Reviews and recommends library materials for conversion to electronic format.

Analyzes, implements, and evaluates standards and procedures for library programs and services.

Prepares and implements contracts for library materials and services.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12 level and thorough knowledge is required at the 13-15 levels.

Knowledge of library materials, methods, and organization.

Knowledge of the methods of classifying, cataloging, and shelf-listing library materials.

Knowledge of the Dewey decimal and Library of Congress classification systems.

Knowledge of research methods used in locating complex materials and making up subject bibliographies.

Knowledge of supervisory and training techniques.

Knowledge of personnel policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to exercise sound judgment in classifying library materials.

Ability to develop and evaluate library programs and services.

Ability to make budgetary and policy recommendations for the assigned library area.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require direct contact with prisoners and/or patients.

Physical Requirements

None

Education

Possession of a master's degree in library science.

Experience

Librarian Manager 12

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

Librarian Manager 13 - 15

Four years of professional experience providing librarian services equivalent to a Librarian, including two years equivalent to a Librarian P11 or one year equivalent to a Librarian 12 or Librarian Manager 12.

Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

LIBRARMGR

LIBRARIAN MANAGER

Position Title

Position Code

Pay Schedule

Librarian Manager-1

LIBRMGR1

NERE-025

Librarian Manager-2

LIBRMGR2

NERE-027

Librarian Manager-3

LIBRMGR3

NERE-146

Librarian Manager-4

LIBRMGR4

NERE-155

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