

POSITION DESCRIPTION

LIBRARIAN III

I. IDENTIFYING INFORMATION

Position Description: Librarian III
Position Number: 43225
Department: Public Safety
Division: Corrections Program Services
Geographic Location: Oahu, OCCC

II. INTRODUCTION

LOCATION

The Oahu Community Correctional Center (OCCC) is the largest jail facility in the State of Hawaii, and is situated on 16 acres in urban Honolulu. The 950-bed facility houses pre-trial detainees. In addition to its jail functions, OCCC provides reintegration programming for male sentenced felons.

FUNCTIONAL STATEMENT

The primary purpose of this position is to provide professional library services to Oahu Community Correctional Center (OCCC) in conjunction with Correctional Program Services-Library Section (CPS-L).

The main function of OCCC Library Services is to plan, organize coordinate and administer a correctional library program; supervise law library and recreational library programs through subordinate employees to insure compliance with federal and state court requirements.

III. MAJOR DUTIES AND RESPONSIBILITIES

- A. Provides professional recreational/law library services **55%**
1. Serves as the librarian in the OCCC library setting and is responsible for collection development, maintenance, and reference services.
 2. Serves as the reference librarian and provides general recreational library services; and legal reference services.

3. Provides basic legal reference services using the OCCC Law Library, including the NEXIS-LEXIS computer kiosk. More difficult legal reference questions will be referred to the Library Services Officer of the Department.
4. Performs descriptive cataloging of recreational books which involves giving a physical and bibliographic description, based on an examination of the materials and following established cataloging policies and cataloging rules.
5. Responsible for the development and maintaining of a well-balanced recreational books collection, and evaluates library promotional services in a correctional setting (e.g. art projects, reading for inmates' children, and tasks for cultural non-profit organizations)
6. Supervises lower level librarians and/or para professional and clerical positions performing supporting activities.
7. Reviews current procedures in OCCC library unit, and recommends modifications to the Library Service Officer (CPS-LSO)

B. Administrative and Recording Functions **40%**

1. Collects and records statistical data concerning inmates' participation, books circulated, and donated materials.
2. Prepares monthly and annual reports, for the CPS-LSO
3. Is the responsible authority for the implementation of in-house rules in library.
4. Is the responsible authority for the preparation of inmate scheduling procedure in the law library.
5. Is the first responder to inmate grievances.

C. Other Related Duties **5%**

1. Serves in a supervisory position in the facility library.
2. Attends weekly/monthly staff meetings in the facility.
3. Attends professional seminars, and departmental training sessions.
4. Represent facility library for court ordered appearances regarding law library access.
5. Performs other related duties as assigned.

IV. CONTROLS EXERCISED OVER THE POSITION

A. Supervisor

Position No:

26313

Class Title:

Librarian V

B. Nature of Supervisory Controls Exercised Over the Work

1. Instructions Provided:

General and specific guidance are given by the Supervisory Librarian V to specify priorities. All work assigned is expected to be accurate, and completed in a timely manner.

2. Assistance Provided:

The Librarian III receives specific assignments from the supervisory Librarian V and shall keep the Librarian V informed of work progress. Shall consult with the Librarian V for clarification of assignments, or for guidance, if deemed necessary.

3. Review of Work:

The Library supervisor reviews the Librarian III's work to ensure that all specific objectives and goals, for the facility library, are met.

C. Nature of Available Guidelines Controlling the Work

1. Policy and Procedural Guides Available:

Hawaii Government Employee Association (BU-13)

Hawaii Revised Statutes

Administrative Rules, Directives;

Departmental Policies & Procedures;

Facility Rules and Regulations; and

Standards of Conduct

2. Use of Guidelines

The incumbent is expected to be thoroughly familiar with guidelines and be able to interpret and apply precedents and experiences to new situations.

V. REQUIRED LICENSES, CERTIFICATIONS ETC.

Driver license

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge of:

- Library Operations, including library cataloging of legal and recreational materials.
- Computer knowledge, input of data and search engines.
- Collecting statistical data
- Pertinent laws, rules, regulations, policies & procedures which affects staff and inmates.
- Community resources that can be beneficial for library operations.
- Mission, goals and objectives of the Department of Public Safety.

B. Skills/Abilities:

Abilities:

- Must be able to independently operate library programs in a correctional facility.
- Read, understand and interpret complex written materials such as Policies & Procedures, and regulations.
- Prepare written reports, and other official documents.
- Communicate effectively with others, orally and in writing.
- Understand, interpret and apply Policies & Procedures pertaining to library operations.
- Maintain an objective and emotionally stable attitude in working with criminal offenders in possibly distressing situations.
- Exercise tact, diplomacy and discretion working with staff and inmates.
- Supervise the work of subordinate staff and inmate work line.

Skills:

- Establish and maintain effective working relationship with others, in the facility administration.
- Deal effectively with people.

C. Professional Experience:

Progressively responsible experience in one or more major functional areas of librarianship (e.g., selection, acquisition, cataloging and classification of materials, collection development and maintenance, reference services, or development and promotion of library services), which required the application of principles, practices, knowledge, theories and tools of library science.

Supervisory Experience:

Supervisory experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

D. Education:

Excess Professional Librarian Experience such as Librarian II (one year) with a successful BA/BS degree.

Applicants who possesses a master's degree in library science from an accredited college or university will be deemed to have met all the education and experience requirements for the class Librarian III.

VII. TOOLS, EQUIPMENT & MACHINES

A variety of office machines such as personal computer, copy machine, facsimile machine, overhead projector, telephone, and other office machines.

VIII. PHYSICAL AND MEDICAL REQUIREMENTS

N/A

