STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
2/1/2014

This position is:

☒Classified
☐Unclassified
☐Executive service
☐Mgmt Svc - Supervisory
☐Mgmt Svc - Managerial
☐Mgmt Svc - Confidential

Agency: 29100

Division: Operations

☐New ☒Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Corrections Library Coordinator	b. Classification No:	C2219
c. Effective Date:		d. Position No:	2311005
e. Working Title:	Library Coordinator	f. Agency No:	29100
g. Section Title:	Administration	h. Budget Authorization No:	
i. Employee Name:		j. Representation Code:	AAON
k. Work Location (City-County):	Salem/Marion		
l. Supervisor Name (optional):	Tonya Gushard		

m. Position:	☒Permanent ☒Full Time	☐Seasonal ☐Part Time	☐Limited duration ☐Intermittent	☐Academic Year ☐Job Share

n. FLSA:	☐Exempt ☒Non-Exempt	If Exempt:	☐Executive ☐Professional ☐Administrative	o. Eligible for Overtime:	☒Yes ☐No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The primary purpose of an institution is to protect the public by providing confinement as authorized by statute and as ordered by the courts. In addition to confinement, essential daily living needs are provided (food, clothing, housing and health); self-improvement opportunities are also available in the meaningful work assignment, transitional services, participation in special need programs, and leisure time activities. The Oregon State Correctional institution is a multi-custody level facility, which employs approximately 240 staff and houses up to 895 inmates with a biennial budget in excess of $35,000,000.00.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with the security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of DOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of OAM. In support of the OAM and the Department's Affirmative Action goals, all Management and Executive Services employees are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.

Provide inmates access to a Law Library and General Library through staff supervision and control. The Library is an essential part of the institution and this position reports to the Executive Assistant to the Superintendent. The Library Coordinator is responsible for the Library operation and maintenance. The Library provides an opportunity for inmates to have a variety of activities and opportunities for self-improvement through access to publications and through constructive utilization of Law Library reference materials. The Library Coordinator supervises a total of nine (9) inmate workers (orderlies, clerks, interpreter and legal assistants) in completing the duties of library administration. The Library Coordinator monitors and maintains a sufficient supply of library materials (books, periodicals, legal reference materials, supplies, etc.) to meet operational demands of inmate usage (OSCI population of 880 inmates).

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) functions.

% of time	N/R/NC	E/NE	DUTIES
20%	NC	E	The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.
20%	NC	E	Maintain inventory and oversight over controlled items, i.e., computer equipment, data disks, track through check out/in system. Oversee the circulation of library materials. Develop the library collection using established library methods. Provide library materials that meet the diverse needs of the institution population. Answer reference questions and requests for materials.
20%	NC	E	Hire and train inmate clerks and legal assistants. Provide training in book accession, circulation, procedures, weeding of the collection, record keeping, DOC procedures, etc. Supervise their work/activities to ensure security and procedures are followed, consistent with established rules. Conduct daily frisk searches. Perform and submit routine inmate counts.
15%	NC	E	Maintain library and law library services to segregation status inmates. Assist with access to the courts through telephone and written correspondence with inmate legal assistants.
15%	NC	E	Library and Legal Library statistics, records and documentation (i.e., searches conducted, etc.) submitted on a monthly basis. Meet and communicate regularly with the Executive Assistant to the Superintendent regarding library operation and improvements. Coordinate with other DOC librarians on provision of library services and grants.
10%	NC	E	Other duties as assigned

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

will be expected to share the mission, vision, and core values of the department; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility,personal growth, and transition readiness; must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change, and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.
Constant exposure to adult male felons within a prison setting. Exposure to emotionally and mentally unstable and deviant behaviors within the work environment on an ongoing basis. The position may require flexible work hours in order to ensure that all eligible inmates have access to the library during their non-work hours. This position is eligible for Police Officer and Fire Fighters Retirement System benefits. This position is subject to call-back to OSCI in the event of an emergency or work stoppage, and is subject to assignment in any position within the institution that he/she is minimally qualified.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

ODOC Administrative Guidelines, Rules, Policies, Oregon Revised Statutes, Oregon Administrative Rules, Federal Laws, OSCI Procedures, Attorney General Opinions, Law Library Manual, General Library Operations Manual

b. How are these guidelines used?

These guidelines are used as reference resources to assure actions contemplated or taken are in compliance with specific guidelines. These guidelines are also used to prevent inmates from pursuing frivolous lawsuits. Compliance is essential to OSCI facility operations and mission.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who contacted	How	Purpose	How Often?
Inmates	In Person/Mail	Library services	Daily
OSCI Staff	In Person/Telephone	Exchange of Information	Daily
Other DOC Institution Staff	In Person/Telephone/Mail	Exchange of Information	Daily
Agency Staff	In Person/Telephone	Exchange of Information	As Necessary
Attorneys/Courts	Telephone/Mail	Legal Communications	As Necessary
Suppliers/Vendors	In Person/Telephone/Mail	Purchase of Equipment & Supplies	As Necessary

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Order and ensure availability of necessary library materials for inmate population; assist in decision-making for inmates assigned as Library Clerk and Legal Assistants; make decisions regarding discarding or updating of law materials and leisure-time reading materials; make daily decisions on prioritization of work to ensure timely and efficient completion; resolve conflicts between inmates and access to legal issues; work with indigent inmates with regard to authorized legal copies and postage for access to the courts.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Executive Assistant to the Superintendent	0023002	Annual performance evaluations and daily contact.	Daily	To describe the degree in which employee meets performance standards established in pos. description.

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 0
How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☒ Responds to grievances
- ☒ Disciplines and rewards
- ☒ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIRMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:
Maintains an ongoing library schedule to ensure that the library is available for inmate use, including a reasonable amount of time of Legal Library operation. Assures that the library has adequately trained legal assistants by giving these assistants access to all state and federal laws, regulations and policies. These include, but are not limited to, Oregon Department of Corrections Administrative Guidelines, Rules and Policies, Oregon Revised Statutes, Oregon Administrative Rules, Federal Laws, OSCI Procedures, Attorney General Opinions, Law Library Manual, and General Library Operations Manual. Manage electronic information (legal), problem solve, and observe controlled information system.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:
This employee has inherent responsibility for the security of the Library and OSCI operation through custody and control of inmates. The Library Coordinator will be responsible to "shakedown" the Library to control contraband and limit unauthorized access. Proper control of tools, keys, and supplies is demanded. Unusual incidents/activities will be reported immediately to the Officer-in-Charge and other appropriate supervisors.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial amount ($00000.00)	Fund type
N/A	0.00	N/A

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature Date

Supervisor Signature Date

Appointing Authority Signature Date