



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
04/28/2015

Agency: Department of Corrections

Facility: TRCI

New  Revised

This position is:

- Classified
- Unclassified
  - Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Library Coordinator</u>	b. Classification No: <u>C2219</u>
c. Effective Date: <u>2015</u>	d. Position No: <u>9902051</u>
e. Working Title: <u>Librarian</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Correctional Rehabilitation</u>	
h. Employee Name: _____	
i. Work Location (City – County): <u>Umatilla - Umatilla</u>	
j. Supervisor Name (optional): _____	
k. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
l. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative
m. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 2. PROGRAM AND POSITION INFORMATION

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

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The work schedule for this position will be Sunday through Thursday from 12:30 PM – 9:00 PM.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an

effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

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 is 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.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

All Department of Corrections staff has a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff is expected to follow CCM principles and practices.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

*The purpose of this position is to manage and provide guidance to inmates from reception to release. The position is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with inmates.*

Provide inmate access to the Law Library and the General Library and ensure the minimum required hours of Law Library services. The Library Coordinator is a part of Transitional Services and reports to the Asst. Superintendent of Transitional Services. The Library Coordinator provides an opportunity for inmates to have opportunities for self-improvement as well as leisure-time reading materials. New CD-ROM technology has been installed, replacing the majority of hard cover law library books. This system is used to provide inmates access to the courts as required by case law. The Library is to be a work assignment for up to five inmate Library clerks and aids. The Librarian assigns, checks, and evaluates the inmates' performance on a daily basis.

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### SECTION 3. DESCRIPTION OF DUTIES

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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) function.

% of Time	N/R/NC	E/NE	DUTIES
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

70%		E	<p>The Library Coordinator maintains the operation of the Law Library and General Library. Selects and orders books for the general collection, orders supplies and materials, updates Law Library books and materials, and conducts periodic inventories.</p> <p>Provide the minimum hours of Law Library services. Operate and maintain the CD-ROM law library system.</p> <p>Supervises work of assigned inmate Library clerks, and assists in preparation of Inmate Work Performance Reports.</p>
30%		E	<p>The Library Coordinator will type correspondence, prepare documents, enter book orders on the AFAMIS system, and request State Library books via ORPAC.</p> <p>The Library Coordinator will also maintain necessary records, preparing monthly reports and statistical information as required, and tracking the Law Library and General Library budgets.</p> <p>Responsible for the care and control of inmates in the immediate work area and for the prevention of escapes by proper control of keys, tools and contraband, as well as documenting unusual incidents as they occur.</p>

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#### SECTION 4. WORKING CONDITIONS

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

The employee works inside a secure adult correctional facility. Daily contact with mostly medium-security inmates in the secure confinement of a correctional facility; subject to "call-back" in emergencies; works overtime, as required. Travel by state vehicle (employee may be required to provide own transportation in performance of duties which is compensated within state rates) to attend meetings. The employee is responsible to personally handle inmate incidents in the immediate area. The employee is responsible to prevent escapes from confinement by proper control of keys, tools, and contraband, and documenting unusual incidents as they occur. In the event of an emergency, may be assigned to any area of the institution. Possible encounters with hostile or abusive inmate's poses risk of physical injury.

Regular attendance is a requirement of this position

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#### SECTION 5. GUIDELINES

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

This position requires comprehensive knowledge and understanding relating to the operations of a large correctional facility. The incumbent must use Federal and State Statutes; Department of Corrections Rules, Procedures, and Letters of Agreement; TRCI Procedures; Accounting and Business procedures; Board of Parole and Post Prison Supervision Administrative Rules; ACA Standards; Multi-State Standards; and Case Law relating to inmate rights

**b. How are these guidelines used?**

Assignments may necessarily involve any area of the institution. Requires a comprehensive knowledge of the above guidelines to analyze situations, formulate an opinion, and generate an appropriate response/decision. Used as specific instructions, setting specific requirements for care and custody. Also used as general guidelines, outlining parameters within which judgments and decisions are to be made.

## 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
TRCI Adm./ Managers	Persons/Phone/E-Mail	Exchange of Information	Daily
Dept. of Corrections	Persons/Phone/E-Mail	Exchange of Information	Daily
Other Inst. Personnel	Persons/Phone/E-Mail	Exchange of Information	Daily
Agency Staff	Persons/Phone/E-Mail	Coordination of Information	As needed
Attorneys, Courts	Person/Phone	Legal Communication	Varies
Inmates	Person/Mail	Operational/Library Services	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

Recommending course of action to comply with all applicable directives. Ordering and assuring availability of needed resources for inmate population. Assist in hiring decisions of inmates assigned to be Library Clerks. Decisions in discarding or updating law and leisure time reading materials.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Assistant Superintendent, Transitional Services				

Performance is reviewed through personal observation, through report submittal and through communications with other facility staff and agency personnel. Performance is reviewed on an ongoing basis and at least annually. Performance is reviewed to determine program efficiency and effective compliance with position description and work plan.

Written performance appraisal completed annually.

## 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?

- |  |   |
|--|---|
| <input type="checkbox"/> Plan work                         | <input checked="" type="checkbox"/> Coordinates schedules         |
| <input type="checkbox"/> Assigns work                      | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work                     | <input type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards           | <input type="checkbox"/> Prepares & signs performance evaluations |

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification

LEDS certified or be able to obtain LEDS certification.

1. Maintains a scheduling of the Law Library.
2. Assures the Library has an adequately trained inmate Legal Assistant.
3. Must have the ability to obtain the Notary Public certification.
4. Must have the ability to operate and use various DOC and library computer systems.

**SPECIAL REQUIREMENTS:** List any special mandatory recruiting requirements for this position: This job requires exceptional skill in oral and written communications and the employee must have the ability to effectively communicate verbally and in writing, to work effectively as a team member with other staff at this facility, other agencies and the general community. Oregon Driver's License; Respond to emergencies, if available. Must be knowledgeable and proficient in use of computer and word processing equipment.

**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	N/A	N/A

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

**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, and employee name and position number.

**SECTION 12. SIGNATURES**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date