

JOB EVALUATION REPORT

City Service Commission Meeting Date: March 3, 2009
Department: Library

Current	Request	Recommendation
Neighborhood Libraries and Community Partnerships Director SG 015 \$89,161 - \$124,823 Vacant	Deputy Library Director - Public Services SG 015 \$89,161 - \$124,823	Deputy Library Director - Public Services SG 015 \$89,161 - \$124,823

Action Required

In the Salary Ordinance, under Salary Grade 15, eliminate the title of "Neighborhood Libraries and Community Partnerships Director" and add the title "Deputy Library Director-Public Services".

In the Positions Ordinance, under Library, Neighborhood Library and Extension Services Decision Unit, Extension Services Bureau, Neighborhood Services Division, delete one position of "Neighborhood Libraries and Community Partnerships Director (X)(Y)" and add one position of "Deputy Library Director – Public Services (X)(Y)."

Background

On February 17, the Library Director, Paula Kiley, requested that the Neighborhood Libraries and Community Partnerships Director, SG 015, be retitled to Deputy Library Director – Public Services. This position is currently vacant due to the recent retirement of Sandra Melcher. A revised job description was submitted with this request.

Analysis

Discussions with Ms. Kiely indicate that this position has been reconceptualized. Previously, the position had responsibility for leading and directing the neighborhood libraries and programs associated with community partnerships and services. As envisioned, the position will work closely with the Library Director in program development for the Library System, program evaluation, policy formulation, and direction and coordination of all Library activities in the Milwaukee Public Library System, focusing most upon those areas that impact public service. These areas include reference services, programming, circulation of Library materials, hiring, staff development, and employee relations. In addition, this position will be responsible for the day-to-day operations of the Library and, in the absence of the Director, assume full responsibility for all functions performed by the Library Director.

Requirements of the position include a MLS degree and six years of work experience, four years of which must have been as a manager; demonstrated leadership and management skills; the ability to conceptualize and implement innovative programming and public service; a strong customer service orientation; the ability to speak before audiences and write for publications; and expertise in the principles of modern public library goals and operation.

Recommendation

The title requested appears appropriate in terms of the level of responsibility exercised and knowledge/competencies required. It is therefore recommended that one position of Neighborhood Libraries and Community Partnerships Director, SG 015, be retitled to Deputy Library Director – Public Services, SG 015.

Prepared by: Laura C. Sutherland
Laura Sutherland, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: M. Monteagudo
Maria Monteagudo, Employee Relations Director