

February 17, 2023

Mr. Harper Donahue, IV, Director
Department of Employee Relations
City of Milwaukee
City Hall - Room 706
Milwaukee, WI 53202

Dear Mr. Donahue:

The Milwaukee Public Library is requesting approval to re-exempt the management position of Library Construction Project Manager, which will become vacant on March 1, 2023.

The Library Construction Project Manager manages and coordinates all development aspects of the Neighborhood Library Capital Development Program to rebuild and support branch libraries as mixed-use developments as part of the MPL Strategic plan. The incumbent works closely with the Library Director, Library Leadership team, Department of City Development, land and property owner representatives, neighborhood organizations, community members, developers, architects, realtors, other city departments and personnel, vendors and others within the Library. The Library Construction Project Manager establishes deadlines, monitors progress, develops reports, and facilitates communications to provide project management and support for other MPL capital and building projects. Since the position was created it has taken on the additional responsibilities to act as the official MPL Board member on Condominium Associations and as liaison to the real estate owners and property management teams of all MPL mixed-use buildings and other duties for MPL capital projects.

The Library Construction Project Manager deals with many sensitive policy issues while working closely with the Library Director and Board, City of Milwaukee Elected Officials and official real estate committees to plan, negotiate and complete the reconstruction projects. Therefore I request that this position be re-exempted.

Your favorable consideration of this request is greatly appreciated. If you have any questions regarding this request, please contact Victoria Robertson, Human Resources Officer, at 286-3028.

Respectfully submitted,



Joan Johnson
Library Director

C: Kristin Urban





Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue IV
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: February 22, 2023

RE: Request from the Milwaukee Public Library (MPL) to **re-exempt** the position of Library Construction Project Manager

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Library Construction Project Manager	1	2IX (\$66,388-\$85,151)

Please find attached a request from Library Director Joan Johnson to **re-exempt** the position of Library Construction Project Manager; a copy of the current job description is attached as well.

Reporting directly to the Library Director, the Library Construction Project Manager oversees and directs all development aspects of the Neighborhood Library Capital Development Program. This program rebuilds and supports branch libraries as mixed-use developments.

This is a public facing position; the incumbent must communicate in a timely and accurate manner with businesses, community organizations, elected officials and the Library Board, while representing the Library Director in these forums. The Library Construction Project Manager is privy to confidential information, utilized in negotiations with contractors. Of greatest justification for the re-exemption request is the exigent need to fill the position, given ongoing construction projects, including the Martin Luther King Jr. Library Branch. For these reasons, I recommend that the request to re-exempt the position of Library Construction Project Manager be granted.

Please contact me at 414.286.8643 should you have additional questions.

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No.	
City Service Commission: Fire & Police Commission:	Finance Committee: Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 2/9/2023		2. Present Incumbent:		Is incumbent underfilling position?			
3. Date Filled:		4. Previous Incumbent: Sam McGovern Rowen		YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.			
5. Department: Milwaukee Public Library			Bureau: Administration Division:		Unit: Section:		
6. Work Location: 814 W. Wisconsin Ave			Telephone: 286-3020 Email:		Work Schedule: Flexible with Library hours: 8am–8pm from Sunday-Saturday		
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
10.	Official Title: Library Construction Project Manager				Pay Range	Job Code	EEO Code
					2IX	4870	201
	Underfill Title (if applicable):						
	Requested Title (if applicable):						
Recommended Title (DER Use Only):				Approved by:			
				Date:			

11. BASIC FUNCTION OF POSITION:

The Library Construction Project Manager manages and coordinates all development aspects of the Neighborhood Library Capital Development Program to rebuild and support branch libraries as mixed-use developments as part of the MPL Facilities plan. The incumbent works closely with the Library Director, Library Leadership team, the Department of City Development, land and property owner representatives, neighborhood organizations, community members, developers, architects, realtors, other city departments and personnel, vendors and others within the Library. Establishes deadlines, monitors progress, develops reports, and facilitates communications. Provides project management and support for other MPL capital and building projects. Acts as official MPL Board member on Condominium Associations and as liaison to the real estate owners and property management teams of all MPL mixed-use buildings and MPL properties.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
45	<p>PROJECT DEVELOPMENT. Develops and executes sound and comprehensive plans for development of new branch libraries. Manages all aspects of the process including the development and advertising of "Request for Proposals" based on library requirements, neighborhood data, City of Milwaukee conditions, researched and established criteria and community needs, to attract potential development partners for investment in mixed used developments. Working with appropriate City departments and library personnel, identifies potential sites or opportunities for development of mixed used projects. Identifies and contacts likely developers to discuss opportunities. Manages proposals and recruits and facilitates a team of experts to meet and review proposals and make selection recommendations.</p> <p>Chairs building committee(s) and supports the Library Board in their review and approval process. Manages community input. When necessary locates temporary quarters while libraries are under construction. Assists in writing development, condominium and other agreements and bylaws, and monitors same for effectiveness and efficiencies. Acts as official MPL Board member on Condominium Associations and as liaison to the real estate owners and property management teams of all MPL mixed-use buildings and MPL properties.</p>

% of Time	ESSENTIAL FUNCTION
	Problem solves and partners with city departments and coordinates efforts and use of resources to support project needs. Responds to concerns and issues and monitors and facilitates resolutions of contract disputes and claims. Evaluates processes and procedures, and participates in defining the Library's facility standards and expectations.
45	<p>PROJECT MANAGEMENT: Develops the master planning schedules, monitors project for adherence to timelines and deadlines. Communicates with stakeholders any changes, updates or modifications to the master schedule and construction documents. Ensures all parties are aware of deadlines, and are working to meet the deadlines and timelines. Facilitates and participates in design and construction meetings and makes appropriate suggestions and recommendations. Works closely with the Library Leadership team in monitoring expenses and meeting fiscal allocations. Maintains all project records.</p> <p>Researches best practices. Reviews neighborhood data to develop an understanding of needs and expectations of communities. Researches and identifies potential funding sources such as grants and tax credit programs. Works with the MPL Foundation on funding opportunities.</p> <p>Provides project management and support for other MPL Capital and building projects. Responds to emergency requests, and troubleshoots issues to determine cause and solutions. Performs other related duties as assigned.</p>
10	<p>COMMUNICATION. Represents the library and makes presentations to appropriate City departments, elected officials, the Library Board and team members. Schedules and represents the library at meetings with stakeholders, committees, community members and the general public regarding project information and updates. Gathers insight and feedback, and shares same as appropriate. Provides regular feedback to the Library Director on issues relating to project initiatives. Communicates regularly with stakeholders. Schedules and holds timely meetings with internal and external parties. Prepares a variety of analyses and written reports on program progress and distributes same to stakeholders. Assists the Library Communications & Marketing Department in communicating with the public and staff. Liaises with the Library Executive Team.</p>

B. PERIPHERAL DUTIES

% of Time	PERIPHERAL DUTY

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR: Joan Johnson, Library Director

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Operates under broad administrative supervision with wide latitude of discretion and independent action. Receives administrative direction from the Library Director.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such
Number Supervised	Job Title
Extent of Supervision Exercised (Select those that apply from list above, a - h)	

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

1. Bachelor degree in Urban Planning, Engineering, Architecture or related field.
2. 4 years of related experience (e.g., construction management, planning, negotiating, lobbying). Equivalent combinations of education and experience may be considered.

MINIMUM QUALIFICATIONS REQUIRED: (continued)

ii. Knowledge, Skills and Abilities:

1. Effectively demonstration characteristics of strong customer service; enthusiasm, outgoing, customer oriented, and welcoming in a professional and respectful manner.
2. Project management and organizational skills, with the ability to plan, coordinate and prioritize multiple projects, and activities
3. Strong verbal and written communication skills, with the ability to prepare and present written documents, reports and information
4. Ability to make a strong and positive impressions, and to work with individuals at all levels.
5. Ability to work with stakeholders at all levels.
6. Ability to problem solve to achieve well thought out resolutions
7. Ability to be a self-starter.
8. Ability to problem solve to achieve well thought out resolutions
9. Ability to prepare and present written documents, reports and information
10. Knowledge of real estate and property acquisition
11. Knowledge and ability to develop RFP's for capital projects
12. Knowledge of various software programs including Power Point, Excel, and Word.
13. Knowledge of the methods of project management and construction methods.
14. Knowledge of city standards of purchasing policies and procedures.
15. Ability to perform the physical standards of the position, including the ability to climb ladders and climb and walk on scaffolding and catwalks.
16. Ability to learn, and apply Primavera P6 Project Management software or similar Project Management Software to schedule and track construction project progress.
17. Knowledge of the development, administration, and supervision of public works contracts.
18. Knowledge of building construction, building trades, and facility systems.
19. Ability to foster an environment of inclusion wherein all are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.
20. Strong interpersonal and collaboration skills; ability to work effectively as part of a team or individually with diverse staff, patrons and community partners.

iii. Certifications, Licenses, Registrations:

1. Valid State of Wisconsin motor vehicle operator's license at time of appointment and throughout employment; Availability of personal, insured automobile for use on the job.
2. Certificate Project Management or Construction Methods *preferred*.

iv. Other Requirements:

1. Able to work flexible work hours, some evening and weekend hours, in excess of 40 hours weekly.
2. Available for emergencies on call 24 hours a day.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED *The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.*

A. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.

<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

B. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input checked="" type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

C. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

D. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 30%**

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.

The worker is required to wear a respirator.

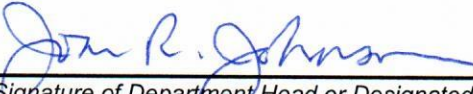
E. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools <i>(please list):</i>	
<input checked="" type="checkbox"/> Office Machines <i>(check all that apply):</i> <input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other <i>(please list):</i>	
<input type="checkbox"/> Other <i>(please list):</i>	

14. **SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

15. I believe that the statements made above in describing this job are complete and accurate.



Signature of Department Head or Designated Representative