



MILWAUKEE PUBLIC LIBRARY

KATHLEEN M. HUSTON
CITY LIBRARIAN

June 22, 2004

The Honorable Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Honorable Members:

In an effort to meet our 2004 operating budget, the Milwaukee Public Library eliminated both a Librarian V (Salary Grade 009) and Librarian IV (Pay Range 565) position in the Subject Services Department of Central Library. The incumbents of both positions retired at the end of fiscal year 2003. As a consequence of these position eliminations, their major duties and responsibilities were absorbed primarily by the Librarian V – Coordinator of Humanities. Following six months of experience with this reorganization, we have come to the conclusion that the effective and efficient operations of the library have not benefited by the elimination of both positions.

The Librarian V position that was eliminated functioned as Coordinator of the Art, Music, Recreation (AMR) unit, and Ready Reference unit. The AMR coordinator was primarily responsible for overseeing the provision of high quality services to the public by supervising the twelve professional and paraprofessional employees assigned. Through these employees, the coordinator was responsible for ensuring the selection, maintenance and development of collections in all areas of the arts, theater, sports, bibliography, music, and media as well as collections at the Ready Reference, Information, Media, Welcome and Young Adult desks. In addition, the areas of materials gifts, paperbacks, pamphlets, and the Community Information Database, fell under the purview of this position. The Coordinator was further responsible for developing and preserving the library's Rare Book collection, and all art objects, and for serving as liaison with the library's used book store and community art groups. Key among the duties of this position was also serving, as one of only a few librarians, as the Librarian-in-Charge (LIC) of the Central Library operations. When assigned as LIC, a librarian is responsible for overall supervision of all public services areas of the library, ensuring public service needs are met, adjusting staffing schedules, interpreting library policies, investigating accidents to the public, and maintaining proper decorum, safety and security within the facility.

The Librarian IV position that was eliminated, reported directly to the Coordinator of Humanities, and was primarily responsible for developing the special collections of the Humanities Department, including the City Archives, Local History, Milwaukee Road, and

Wisconsin Historical Marine Collection. The incumbent of this position also spent one quarter of total work hours serving as the Librarian-in-Charge of the Central Library.

With the elimination of both positions, the Librarian V – Coordinator of Humanities, not only lost her second in command position, but also assumed responsibility for all of the job functions formerly performed by the Coordinator of AMR. Direct supervisory responsibilities, which includes training, oversight, and evaluation of staff increased from fourteen employees to twenty six. The breadth of duties for which the Humanities Coordinator is now responsible has proved unworkable. In addition, with the loss of two positions that also functioned as Librarians-in-Charge, the Central Library is inadequately staffed in that regard. It has become necessary for other administrators, including the City Librarian, to take time away from their already heavy workloads, to fill-in in this capacity.

Because of these conditions, we are requesting the creation of a new Management Librarian position (Salary Grade 007) which we feel would offer much needed operational assistant to the department. The position would function as assistant coordinator of the new Arts and Humanities Department. Responsibilities would include serving as Librarian-in-Charge, providing direct public services to the users of the Arts and Humanities desks, supervising staff in those units, overseeing the Rare Books Room, and serving as selector of rarities.

With the creation of this position, it would be the library's intent to not fill a currently vacant Librarian IV position in the Subject Services Unit, and to remove it from the library's 2005 proposed budget. As a consequence, there should be minimal financial impact on the library's 2004 operating budget.

Enclosed please find a copy of a job description for the proposed Management Librarian position in the Arts and Humanities Department. Should a file be opened pertaining to our request, we will seek the assistance of the Department of Employee Relations in conducting a classification study and submitting the results to your committee.

Sincerely,



Kathleen M. Huston
City Librarian

C: Terry MacDonald

JOB DESCRIPTION

VACANCY NO.

City Service Commission Finance Committee

**Instructions: Complete all sections except No. 11 and submit 3 copies.
 After Action, copies to: Employee Relations, Department, and Incumbent.**

Fire & Police Commission Common Council

1. Present Incumbent		2. Date Prepared 4/27/04	
3. Date Filled	4. Previous Incumbent New Position		
5. Department Public Library		Bureau Division Subject Services	Unit Arts and Humanities
6. Work Location 814 West Wisconsin Avenue		Telephone 286-3071	Schedule Flexible
7. Title, Pay Range, and Class Code	Present Title:		Pay Range
	Requested Title: Management Librarian		007
8. Represented? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		DO NOT COMPLETE THIS BLOCK 11. RECOMMENDED TITLE AND PAY RANGE: Same as Present <input type="checkbox"/> Change (Explain Below) <input type="checkbox"/> Date: _____ _____ Department of Employee Relations Representative	
9. Bargaining Unit			
10. FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt			

12. BASIC FUNCTION OF POSITION:

Reporting to the Librarian V- Coordinator of Arts and Humanities, functions as the assistant coordinator of the Arts & Humanities Department. The incumbent assists the Librarian V in the overall management of the department with a special emphasis on the art and music unit, including the delivery of services, supervision and training of staff. This position serves as rare books librarian, oversees photo collection and related requests, acts as administrative back-up to the department manager. The incumbent interprets the Arts & Humanities collections to the public, plans and presents public programs to enhance awareness of collections and services. Provides direct service to patrons at the Art and Humanities desks. Assists Coordinator of A&H and assumes responsibilities of coordinator in that person's absence. Serves as Librarian-in-Charge of Central Library as assigned; represents Library in the community.

The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities, and to work cooperatively as part of a team.

13. DESCRIPTION OF JOB: (Describe the specific duties and responsibilities of the job as accurately and completely as possible. Use additional sheet if necessary.)

A. DUTIES AND RESPONSIBILITIES: (Break job into component parts, as you would describe it to the incumbent. Indicate the approximate percentage of time devoted to each major task or group of related tasks. List the most important duties and responsibilities first. Include responsibilities related to employee safety and affirmative action goals for management positions.)

40% 1. Serves as Librarian-in-Charge of the Central Library as scheduled, including exercising overall supervision of public areas to observe level of service and to assure proper operation of equipment; adjusts staff schedules; assists librarians with difficult assignments and at busy times; handles complaints and interprets library policies and procedures; cooperates with patrons to meet their information needs; investigates accidents and makes reports to the Manager of Central Library Services. As needed, provides direct service to the public through reference service at the Arts & Humanities and other desks.

(continued)

DUTIES AND RESPONSIBILITIES (Continued)

20% 2. Supervises staff, develops training plans and conducts training, manages performance. Conducts regular staff meetings

15% 3. Oversees the Krug Rare Books Room and serves as selector of rarities. Develops, directs and offers public programs about the rare books and other department collections and services. Purchases new materials, prepares displays, conducts inventory of collection, prepares finding aids, arranges for repairs, retrieves and re-shelves materials; consults with the Librarian V on loan requests.

15% 4. Oversees photo and other image collections including historic photos, rarities, posters and other artifacts. Handles requests for reproduction and use of images. Serves as registrar for materials loaned for exhibit purposes. Recommends policy for use of image collections to ensure access and security.

10% 5. Miscellaneous:

- a. Prepares regular narrative and statistical reports.
- b. Assists with the administration and direction of the volunteer program.
- c. Approves time entry in manager's absence.
- d. Represents Arts and Humanities services to outside groups, media and other sections of the library system.
- e. Assists with grants and special projects.
- f. Performs other duties as assigned.

B. NAME AND TITLE OF IMMEDIATE SUPERVISOR: Virginia Schwartz Librarian V, Coordinator of Arts and Humanities

C. SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Under the direct supervision of the Librarian V, Coordinator of Arts and Humanities with latitude for independent action receiving general review of performance to insure that activities are consistent with policies and practices of the department.

D. SUPERVISION EXERCISED:

7 Total number of employees for whom responsible, either directly or indirectly. **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; (b) outline methods; (c) direct work in process; (d) check or inspect completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisals; (h) take disciplinary action or effectively recommend such.

Directly supervises seven (7) librarians III of the Art and Music Unit. Assigns duties (a), instructs in traditional or electronic reference sources (b), directs work in progress (c), oversees work flow and reviews completed work as necessary (d & e), evaluates job performance (g), and serves as consultant to staff. Has the authority to take disciplinary action (h) and makes hiring recommendations (f).

E. EDUCATION AND EXPERIENCE REQUIRED:

1. Master of Library Science from an ALA accredited school or one approved by the City Service Commission.
2. Five years of increasingly responsible professional librarian experience to include one year at a level comparable to a Librarian III.
3. Experience as a specialist in the literature of a major subject areas.
4. Knowledge and appreciation of the Arts.

F. KNOWLEDGE, SKILLS, AND ABILITIES:

1. Strong customer service orientation and skills; ability to work effectively with the staff and public, and community groups and leaders.
2. Supervisory ability to include ability to train, plan, layout, direct, coordinate and evaluate the work of others.
3. Broad knowledge of fundamental, most frequently requested reference sources in all fields
4. Thorough knowledge of methodology involved in research work.
5. Thorough knowledge of reference procedures and modern library organization procedures, policies, aims and services.
6. Excellent oral and written communication skills. Ability to speak before audiences and write for publications.

G. PHYSICAL DEMANDS OF POSITION: List the physical demands which are representative of those that must be met to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Frequently standing, walking, sitting, and simultaneously using hand, wrist and fingers.
2. Sometimes stooping, twisting, bending, reaching overhead or in front of body, and climbing stairs;
3. On occasion kneeling, crouching, squatting.
4. Frequently lifting and carrying objects weighing up to 10 pounds and sometimes up to 20 pounds. Maximum weight lifted to hip height: 35 pounds; Maximum weight lifted to shoulder height: 25 pounds; maximum weight lifted about shoulders: 20 pounds. Maximum weight lifted and carried without assistance: 35 pounds.
5. Sometimes pushing pulling objects weight up to 50 pounds, with or without wheels or assistance. (i.e.: loaded booktruck)
6. Usually talking and hearing ordinary conversation in person or by telephone in a quiet but sometimes noisy environment.
7. Usual need for near vision at 20" or less (i.e. reading, computer entry)
8. Usual need for far vision at 20" or more (i.e. working with public, surveying the public service areas, etc.)
9. Sometimes traveling to outside meetings and engagements.

H. MENTAL REQUIREMENTS: List the mental requirements, which are, representative of those that must be met to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Reading Ability: effectively read and understand information contained in procedure manuals, reports, etc.;
2. Time Management: set priorities in order to meet assignment deadlines;
3. Problem Solving: develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring
4. Planning and organizing: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals;
5. Analytical Ability: identify problems and opportunities; review possible alternative courses of action before selection; utilize available information resources in decision making;
6. Creative Decision Making: effectively evaluates or makes independent decisions based upon experience, knowledge or training, with minimal or no supervision;

I. ENVIRONMENTAL/WORKING CONDITIONS: List the conditions, which are, representative of those that must be met to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Inside work environment;
2. Flexible work hours; rotating work shift; some evening and weekend hours;
3. Sometimes working in conditions involving glare and improper illumination;
4. Sometimes working in dusty conditions.

J. EQUIPMENT USED: List equipment, which is representative of that which would be used to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer terminal or networked personal computer and peripheral equipment including printer(s), typewriter, telephone, photocopier, calculator, microfilm/ reader, book truck, ready reference rotary wheel.

K. SUPPLEMENTARY INFORMATION: (Indicate any other information, which further explains the importance, difficulty, or responsibility of the position.)

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

Signature of Department Head or Designated Representative

Signature of Incumbent