



Joan Johnson
Director

October 24, 2022

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

Dear Mr. Donahue:

I am writing to request approval to re-exempt the grant-funded position of Library Now Program Specialist (Program Specialist). This position became vacant on October 6, 2022, when the prior incumbent resigned after just 3.5 months of service to the Milwaukee Public Library. Re-exemption is requested for this short term grant-funded position.

The Program Specialist is part of a team responsible for building on the success of the Library Now initiative which provides students at partner schools with complete access to the Library's digital resources through virtual library cards. The grant project is to cultivate and maintain partnerships with Milwaukee schools and other youth-serving agencies, create curriculum for education and enrichment workshops, and plan for the recruitment, onboarding and training, and retention of AmeriCorps volunteers. The project goal is to help young people develop a love of reading, increase information literacy skills, and establish relationships that bridge the gap between in and out of school learning. We help K-12 students develop 21st century skills and connect with library resources to cultivate a city of lifelong learners.

Enclosed please find a job description for this position. If you have additional questions, please contact Victoria Robertson, Human Resources Officer, at 286-3028.

Respectfully submitted,

A handwritten signature in dark ink that reads 'Joan R. Johnson'.

Joan Johnson
Library Director

Enclosure

c: Kelly Wochinske
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: November 11, 2022

RE: Request from the Milwaukee Public Library to **re-exempt** the title of Library Now Program Specialist

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Library Now Program Specialist	1	2 CN (\$40,678-\$56,941)

Please find attached a request from Milwaukee Public Library Director Joan Johnson to exempt the three new positions of Library Now Program Specialist, as well as a job description.

The Library Now Program Specialist cultivates and maintains partnerships with Milwaukee schools and other youth-serving agencies, creates curricula for education and enrichment workshops and plans for the recruitment, onboarding, training and retention of AmeriCorps volunteers. This is one of three Library Now Program Specialist positions; the other two positions are CSC exempt.

As Director Johnson explained in her exemption request, there is a need to fill this position expeditiously, as it is completely grant-funded and the deliverables are time-sensitive.

For the reasons cited above, I recommend your approval of the request to **re-exempt** the position of Library Now Program Specialist.

Please contact me at 414.286.8643 should you have any questions regarding this exemption request.

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: 10/9/21		2. Present Incumbent: Various		Is incumbent underfilling position? YES ☐ NO ☐ If YES, indicate Underfill Title in box 10.	
3. Date Filled:		4. Previous Incumbent:			
5. Department: Milwaukee Public Library			Bureau: Division: Central Library		Unit: Section: Education & Outreach Services
6. Work Location: 814 W Wisconsin Avenue			Telephone: Email:		Work Schedule: Flexible Hours: 10am-6pm / Days: M-F Some evening and weekend events
7. Represented by a Union? ☐ Yes ☒ No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): ☒ Exempt ☐ Non-Exempt
10. Official Title: Library Now Program Specialist Underfill Title (if applicable): Requested Title (if applicable):				Pay Range	Job Code
				2CN	
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Under supervision of Library Education Outreach Specialists, the **Library Now Program Specialist (Program Specialist)** will coordinate a new Library Now outreach program in which community youth outreach workers (Library Corps) will support the academic achievement along with addressing the digital divide and digital literacy, summer learning loss, and equitable access to library resources of Milwaukee students at both school and library locations. The Program Specialist focuses on developing and sustaining a successful program model and establishing relationships with schools and other library partners. The **Program Specialist** collaborates with internal and external program advisory groups to maintain program success and continuous improvement. The **Program Specialist** supervises Library Corps team members from recruitment, selection, training and program implementation to ensure the provision of excellent customer service in outreach and in-library programming.

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
40%	Provides direct supervision. Directly supervises the activities and training of all Library Corps members assigned to the Library Now outreach program; recruits, interviews, provides orientation, training and evaluation of Corps team; handles staff issues, including coaching and discipline. Supports the day-to-day youth programming activities of AmeriCorps members at their school and library branch work sites, including biweekly meetings with members, curriculum review, observations of programming, and work evaluation.
20%	Provides ongoing support for youth program and curriculum development. Creates lesson plans for Library Corps members to carry out within school settings and after-school programming at library branch locations. Facilitates work flow; outlines methods and plans the project workflow.
15%	Plans and executes training and weekly meetings for Library Corps members throughout the year including onboarding and orientation and training on curriculum.

% of Time	ESSENTIAL FUNCTION
15%	Identifies partners and maintains strong relationships with leadership at partner sites. Visits partner sites regularly and maintains regular contact with site contacts. Also maintains regular contact with MPL branch location staff. Helps to facilitate internal and external program advisory committees.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	Engages in professional development opportunities including Serve Wisconsin trainings with a focus on topics such as serving youth in Milwaukee and providing positive work and project experiences for Library Corps members.
5%	Supports the gathering, assessment, and reporting of program data and outcomes in narrative and statistical formats. Performs other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Petra Duecker, Library Education Outreach Specialist - Teen
Victoria Sanchez, Library Education Outreach Specialist - School Age

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

Under the day-to-day direction of the Library Education Outreach Specialists who outline assignments as needed, oversee work flow in general, complete job evaluations, review completed work as necessary and be available for consultation on problems that arise.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **6-14**.

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:

or 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 <i>(Select those that apply from list above, a - h)</i>
6-7	Library Corps Outreach Workers	a-h

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

Education and Experience:

Bachelor's degree in education, community organization, or a related field with 3 years of professional experience in youth program development and implementation with a track record of building community partnerships. Equivalent combinations of education and experience may be considered.

Knowledge, Skills and Abilities:

1. Strong customer service orientation and ability to work cooperatively as part of a team.
2. Knowledge of and commitment to best practices in serving youth with an understanding of youth developmental stages.
3. Excellent oral and written communication skills with an ability to write youth-appropriate curriculum and speak before groups.
4. Strong interpersonal and collaboration skills. Ability to direct and work effectively with diverse staff and patrons. Proven ability to collaborate with community partners.
5. Supervisory ability to include ability to train, plan, layout, direct, coach, motivate, discipline and evaluate the work of others, with a focus on staff development. Commitment to leadership development and ability to provide high-quality experience for Library Corps members.

6. Demonstrated commitment to social, racial, economic, and restorative justice with proven ability to work with diverse populations.
7. Strong project management skills including time management and organization; ability to focus on outcomes and impact; ability to take Initiative.
8. Creative problem solving skills: effectively evaluates and makes independent decisions to resolve problems; recommends actions designed to prevent problems from occurring.
9. Strong attention to detail and the ability to effectively multi-task.
10. Proficient computer skills, including Microsoft Office products
11. 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

Certifications, Licenses, Registrations:

1. Valid State of Wisconsin Driver's license at of appointment and throughout employment with use of personal vehicle required. Frequent mobility to MPL buildings and other remote work locations.

Other Requirements:

1. Able to work rotating Library work hours, Sunday – Saturday, 8 am – 8 pm
2. Able to work flexible work hours, some evening and weekend hours

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).

CHECK ALL THAT APPLY:

☐	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.
☐	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.
☐	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.
☐	Kneeling: Bending legs at knee to come to a rest on knee or knees.
☐	Crouching: Bending the body downward and forward by bending leg and spine.
☐	Crawling: Moving about on hands and knees or hands and feet.
☐	Reaching: Extending Hand(s) and arm(s) in any direction.
☐	Standing: Particularly for sustained periods of time.
☒	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
☐	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.
☐	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	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.
☒	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☒	Grasping: Applying pressure to an object with fingers and palm.
☐	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	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.

☒	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.
☒	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
☒	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.)

CHECK ONE:

☒	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.
☐	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.
☐	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.
☐	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.
☐	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.)

CHECK ONE:

☒	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).
☐	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.)
☐	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	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:** _____%

CHECK ALL THAT APPLY:

☒	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
☐	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.)
☐	The worker is subject to outside environmental conditions: No effective protection from weather.
☐	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
☐	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
☐	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.
☐	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
☐	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.
☐	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.
☐	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.)

CHECK ALL THAT APPLY:

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

Library Director

Title