MILWAUKEE
PUBLIC LIBRARY

Joan Johnson
Director

June 24, 2026

Ms. Jackie Q. Carter, Director
Department of Employee Relations
City of Milwaukee
City Hall - Room 706
Milwaukee, WI 53202

Dear Ms. Carter:

The Milwaukee Public Library is requesting permanent exemption for three student positions of Library Teen Outreach Intern. The City Service Commission previously approved permanent exemptions for 10 Library Teen Outreach Interns. The Library recently added three additional positions of this title, bringing the total amount to 13 Library Teen Outreach Interns at the Milwaukee Public Library. Interns are high school students, age 16 and older, who work approximately 10 hours a week until their high school graduation when incumbents are required to resign.

The Library Teen Outreach Interns are part of the Education and Outreach Services team and are responsible for helping implement the Library's Connect Learning for Teens Initiative. Interns serve as faces and voices for the Library, spearheading teen outreach projects and developing new programs for teens in the Milwaukee community. They facilitate Open Making time in our Makerspaces, helping inspire teens to create and learn in a supportive, hands on environment. In addition, they assist with writing grants to curate new and pioneering technology for our Makerspaces and also lead specialty projects and events aimed at increasing teen engagement and outreach initiatives. Enclosed please find a job description for this position.

Your favorable consideration of this request is greatly appreciated. If you have any questions regarding this request, please contact Jessica Wolf, Library Human Resources Administrator, at 286-3028.

Respectfully submitted,

Joan Johnson
Library Director

814 W. Wisconsin Avenue, Milwaukee, WI 53233 | (414) 286-3020 | Fax (414) 286-2794 | mpl.org

City of Milwaukee
CS-25, Rev. *11/14*

JOB DESCRIPTION

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

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

1. Date Prepared/ Revised: 5/30/2021	**2. Present Incumbent:** STANDARD	**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:** Central Library Decision Unit **Division:**	**Unit:** **Section:** Education and Outreach Services
6. Work Location: Various	**Telephone:** **Email:**	**Work Schedule:** 10 hours/week Hours: 4:30 to 7:30 pm / Days: M,T, W (some additional as needed, evenings and weekends)
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.		Pay Range	Job Code	EEO Code
	Official Title: Library Teen Outreach Intern	9MN	3352	605
	Underfill Title *(if applicable)*:			
	Requested Title *(if applicable)*:			

Recommended Title (DER Use Only):	**Approved by:** **Date:**

11. BASIC FUNCTION OF POSITION:

Teen Interns will assist in implementing the library's Connected Learning for Teens initiative, fulfilling the mission and vision of the Milwaukee Public Library and employing the strategies outlined in the Library's MPL 2020: Our plan for the Future. Interns will serve as faces and voices for the Library, spearheading teen outreach projects and developing new programs for teens in the Milwaukee community. They will also consult on space design and redesign, mentor their peers, and host engaging events.

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
50	**Build Teen Zones:** Help facilitate daily Open Making Time in MPL Makerspaces. Work closely with patrons to help them engage with equipment, programming, and instruction in the Makerspaces. Assist with grant writing, tours, and presentations to support the continued growth of MPL Makerspaces. In collaboration with other teens in the community, consult on the design for new teen spaces and services. Create placemaking art for Makerspaces. Help to engage families and educators in using library resources.
15	**Lead Specialty Projects**: Develop and implement projects designed to engage teens in all that MPL has to offer, including building citywide programs targeted to teens, spearheading major teen outreach initiatives, hosting events and drop-in programs for teens, and consulting on new models for teen services at the library.
10	**Spearhead Teen Promotion**: Help get the word out about library events and programs and programs for teens. Interns will serve as liaisons to their peers, using social media and other effective strategies to engage teens in MPL programs and resources.
10	**Professional Development**: Learn how to connect the dots between your internship at the library and your plans for the future. Help your peers do the same by hosting college and career readiness programs

B. PERIPHERAL DUTIES

% of Time	PERIPHERAL DUTY
5	**Collaborate**: Interns will work closely with their colleagues in the internship program, MPL staff, and community members to achieve their mission and serve their community. Interns will be expected to advise on multiple library projects that relate to teens and the target markets outlined

% of Time	PERIPHERAL DUTY
	in MPL 2020: Our plan for the Future
5	**Reflect**: Coached by MPL staff, you will be expected to document your activity, measure your progress, and report on your work.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Petra Duecker, Library Education Outreach Coordinator

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

The Library Education Outreach Coordinator issues work assignments and outlines methods when necessary.

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

i. Education and Experience:
1. Currently enrolled in high school. NOTE: There is no minimum GPA requirement, but a current High School grade report required and must be received within 3 business days after the application period closes.
2. Between the ages of 16 and 18 years of age.
3. Must have reliable transportation to and from work.

ii. Knowledge, Skills and Abilities:
1. Ability to read work-related documents in English.
2. Ability to express oneself well in writing.
3. Ability to speak clearly and confidently.
4. Genuine interest in helping peers develop 21st Century literacies.
5. Leadership experience in school.
6. Able to develop rapport with peers, parents, and community partners.
7. Basic project management skills.
8. Interest in technology and making. Proficiency in the Adobe Suite a major plus.
9. Interest in communications and marketing, particularly social media.
10. Skilled in time management, organization, planning and written and verbal communications.
11. Commitment to representing the Library in a positive manner

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:
1. Work schedule will be evenings and weekends. Most hours will be concentrated on Monday, Tuesday, and Wednesday from 4:30 to 7:30pm, exempt on occasions where there are special events and programs that interns will need to attend. Flexibility is required.

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 ***(please list):***	
☐ Office Machines ***(check all that apply):*** ☐ Copier ☐ Facsimile ☐ Calculator ☐ Cash register	
☐ Other ***(please list):***	

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 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

Department of Employee Relations

Cavalier Johnson
Mayor

Makda Fessahaye
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: April 7, 2022

RE: Request from the Milwaukee Public Library for **permanent exemption** of 10 positions of Library Teen Outreach Intern

Position Title	# of Positions	Pay Range
Library Teen Outreach Intern	10	9MN ($15.30-$15.94/hour)

Please find attached a request from Library Deputy Director Jennifer Meyer-Stearns to **re-exempt** the title of Library Teen Outreach Intern. A copy of the current job description is attached.

As you will note from Ms. Meyer's memo, this is a student position; the incumbents facilitate youth directed activities and initiatives in support of the MPL, including encouraging engagement with the MPL programs, assisting with grant writing related to technology and leading specialty projects.

Given that these are student positions with a significant degree of turnover and a need to fill them quickly throughout the school year, I recommend a permanent exemption be granted. The temporary positions in the Treasurer's Office, which are of a similar number, are time-sensitive to fill and in which there is some annual turnover, have been permanently exempt since 1977.

Thank you for your consideration of this request. Please contact me at 414.286.8643 should you have additional questions.

City of Milwaukee

Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: June 26, 2026

RE: Request to add three positions to the permanent exemption for Teen Outreach Intern

Position Title	# of Positions	Pay Range
Library Teen Outreach Intern	3	9MN ($15.92-$17.08 per hour)

Please find attached a request from Library Director Joan Johnson to permanently **exempt** three additional positions of Library Teen Outreach Intern and the job description.

For the reasons cited in the enclosed April 7, 2022 memo recommending permanent exemption of the original 10 positions, I support adding the new three positions of Library Teen Outreach Intern to the permanent exemption status.

I can be reached at 414.286.8643 if you have any questions regarding this request.