



Joan Johnson
Director

April 9, 2025

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

Dear Mr. Donahue:

Pursuant to **Civil Service Rule IX, Section 2**, the Milwaukee Public Library respectfully requests the approval to extend the temporary appointment of Emma Cobb to the position of Library Services Manager. This position serves as the manager of the Library's Washington Park branch, and provides leadership and supervision of circulation and reference services at the branch, including managing a team of 8 Library employees.

Emma Cobb was approved for this temporary appointment from January 19, 2025 through April 26, 2025, with the Library's intention to end it as soon as a permanent candidate was hired for the position. The Library is currently in the process of conducting interviews to select a permanent replacement. We are respectfully requesting to extend this temporary appointment for 4 months from April 26, 2025 to August 26, 2025, or until a new hire comes on board in this role, to continue providing coverage to our Washington Park branch while this position is vacant.

The temporary Library Human Resources Administrator, Danielle Wrobleski, will be available at the next City Service Commission meeting to answer any questions or concerns.

Respectfully submitted,

A handwritten signature in blue ink that reads "Joan R. Johnson".

Joan Johnson
Library Director





Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



R. 07.08.19

NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION Milwaukee Public Library	LAST NAME Cobb	FIRST NAME Emma	INITIAL J
AUTHORIZED POSITION TITLE Library Services Manager	PAY RANGE 1HX	F&P COMMITTEE APPROVAL DATE 11/20/2024	REQUISITION # 11430
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, Referral # 8703	
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 4/26/2025	ANTICIPATED EXPIRATION DATE 8/26/2025	T.A. RATE OF PAY 3,383.58 biw
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: The Library currently has 3 vacancies for Library Services Manager-Branches. The Library is temporarily appointing Ms. Cobb to help cover the duties of the position until replacements are hired. We are requesting Ms. Cobb's appointment be extended until August 26, 2025.			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: Ms. Cobb is currently serving as a Librarian III at the Milwaukee Public Library. She recently applied and was interviewed for the position from Referral #8703.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u> BA in Art History, UW-Milwaukee, May 2011 MLIS in Archival Studies, UW-Milwaukee, May 2014		<u>WORK EXPERIENCE:</u> 2.5 years as a Librarian at MPL. 5.1 years as Head of Reference Services at Verona Public Library. 3 years as Adult Services Librarian and Head of Adult Services at New Berlin Public Library.	
<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: Milwaukee Public Library	CURRENT POSITION TITLE: Librarian III	EMPLOYEE ID NUMBER: 036124
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Danielle Wroblewski	SIGNATURE 	TITLE Library HR Administrator	DATE 4-11-25
APPROVING OFFICER Joan Johnson	SIGNATURE 	TITLE Library Director	DATE 4-9-25
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (<i>last, first, middle</i>)		DATE
Cobb, Emma		4/8/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
Library Services Manager	1HX	\$3,383.58 biweekly

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.


Temporary Appointment Applicant Signature

4/9/25
Date Signed

Clark Caughey
Witness Name (Print)


Witness Signature

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: 6/9/2024	2. Present Incumbent: Various	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled: Various	4. Previous Incumbent: Various		
5. Department: Milwaukee Public Library	Division: Branch Services	Section: Various	
6. Work Location: Various	Telephone: (414) 286-3000 Email: N/A	Work Schedule: Rotating Shift During Hours: 9 AM - 8 PM / Days: Sat - Sun	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: N/A If in District Council 48, which local? N/A	9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10. Official Title: Library Services Manager	Pay Range	Job Code	EEO Code
Underfill Title (if applicable):	1HX	4160	102
Requested Title (if applicable):			

11. BASIC FUNCTION OF POSITION:

This position serves as Person-in-Charge over of one of Milwaukee Public Library's 12 branch libraries, including management of the overall service plan, staff development, customer service strategies, collection development and maintenance, services and programs, customer and community relations, and coordination of the general maintenance and security of the property.

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

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities:

% of Time	ESSENTIAL FUNCTION
30	Maintain Library Service Plan: Direct the work of and collaborate with branch staff to provide library services to visiting patrons; oversee reference and readers' advisory service to users and providing books, audiovisual materials, computerized databases, and programs which help people satisfy their needs for information, recreation, and education in a manner that exhibits commitment to high quality customer service; seek opportunities to develop and enrich library services; and set priorities to maintain an effective service programs consistent with library and city goals.
25	Staff Management: Interview, onboard, train, evaluate, organize, schedule, and oversee work assignments of reference and circulation staff. Develop and direct librarians, library reference assistants and interns, who perform reference, bibliographic, community work, programming, setting goals, planning and developing performance standards, counsels on the provision of high quality service, on professional development, and library best practices. Plans and conducts in-service sessions and staff meetings as needed. Models high level of customer service, trains and coaches staff to do the same. Manage performance; issue commendation notices; make effective recommendations for disciplinary action; recordkeeping.
25	General Management: Apply library policies to specific library situations, taking into consideration the needs of the total library system; develop programs to meet the needs of the surrounding neighborhood; consult with administration on possible policy improvements; supervise expenditure of book funds allotted to the branch; prepare budget requests; oversee the execution of grant contracts; supervise the maintenance of operations records; write annual, monthly, and special reports; respond to complaints from patrons and interpret policies and procedures in order to clarify and make uniform decisions; seek the advice of staff when developing programs, policies, and procedures; handle security issues; train and/or monitor on-site security personnel; managing workflow and materials handling, providing training in the use of the computers, customer service, public relations, improving methods, and evaluating performance; and interpret and implement MPL policies with staff through discussion and staff meetings. May be assigned to manage two branch libraries.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	Development of Resources: Read reviews of materials, bibliographies, and catalogs to identify desirable works in light of community needs determined by continuous study; review databases; appraise new books in accordance with MPL selection criteria as applied to the neighborhood served. Supervises the staff in weeding. Works with staff and system selectors to maintain branch collection profiles to assure appropriate and well-balanced collections; direct work on replacements, rebinds, choices of duplicate and alternate titles, and inventories; understand and provide for staff training in effective access to library databases, promoting the use of MPL services and its collections through displays, book talks, booklists, reviews, blogs, bibliographies, etc.; and prepare or direct staff in the preparation of grant requests.
5	Education and Community Services: Initiates contacts in the community and works with community organizations in library-connected programs. Forms partnerships with neighborhood organizations and businesses for the enrichment of the communities that the library serves. Participates in library sponsored TV and radio presentations as appropriate. Writes bibliographic articles as required. Represents the library in community organizations; speaks at meetings, keeps community leaders aware of library resources and services conducive to civic programs. Contributes or approves articles about library services to community newspapers. Plans and presents programs on a variety of subjects of community interest. Oversees community group use of meeting room. Contributes to social media about library activities.
5	Library Vision: Is thoroughly familiar with the library's vision, mission and strategic plan and serves in an increasingly active capacity on designated library committees to assist the library in achieving its goals. Is involved on an active and ongoing basis in determining library and agency goals, and implementation.
5	Miscellaneous: Serve on system-wide committees; interpret needs of branch libraries; inform Fleet and Facilities Manager in charge of branch libraries as to care of building premises and equipment as it affects public service; supervise preservation of library property; take active part in professional association activities and keep abreast of library literature; actively assist the library in meeting its goals; follow and enforce safe work procedures and accident prevention practices; and perform related duties as needed.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Tammy Mays, Library Public Services Area Manager

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

Receives direct supervision and consultation from the Library Public Services Area Manager.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **7-20**.

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)
Varies	Librarian III	a-h
Varies	Librarian II	a-h
Varies	Librarian I	a-h
Varies	Librarian Associate	a-h
Varies	Library Reference Assistant	a-h
Varies	Library Services Coordinator	a-h
Varies	Library Services Circulation Representative	a-h
Varies	Library Services Circulation Representative-LPT	a-h
Varies	Library Circulation Aide	a-h

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

i. Education and Experience:

1. A master's degree in library science or library information science from an ALA-accredited library school.
2. Five years of progressively-responsible professional librarian experience, including performing complex bibliographic, reference, and readers' advisory work.
3. One year of lead or supervisory experience related to the essential functions above (may be concurrent with #2 above).

ii. Knowledge, Skills and Abilities:

1. Knowledge of modern library organization, procedures, policies, missions, goals, services, and trend.
2. Knowledge of computer online catalogs, databases, networks, the internet, and library applications.
3. Knowledge of automated circulation and registration procedures.
4. Knowledge of the effective usage of various types of social media.
5. Knowledge of management principles and supervisory Able to execute the full spectrum of management duties, including ability to interview, onboard, train, coach, motivate, discipline and evaluate staff with proper documentation and a focus on staff development skills to effectively direct the activities of staff.
6. Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.
7. Knowledge of customer service best practices and the ability to incorporate them into branch operations.
8. Knowledge of training, mentoring, and coaching techniques and principles.
9. Knowledge of budgeting processes to oversee expenditures and prepare budget requests.
10. Ability to read and interpret a wide variety of job-related documents.
11. Written communications skills (e.g. reports, social media posts, and branch policies/procedures).
12. Oral communication skills (e.g. presentations, TV/radio programs, formal library programs)
13. Interpersonal skills to work effectively with multi-level staff, patrons, and community group members from all socioeconomic, educational, literacy, and cultural backgrounds.
14. Skill in tactfully and respectfully addressing sensitive situations with patrons who may be experiencing difficult personal issues.
15. Community outreach skills to be able to build relationships with community partners.
16. Organizational skills to be able to manage multiple priorities and meet deadlines in a busy public library.
17. Critical thinking skills to be able to solve problems and make sound decisions on a daily basis.
18. Ability to effectively and positively represent the library before community groups and the public.
19. Honesty, integrity, ability to maintain confidentiality, and responsible stewardship of City resources.

iii. Certifications, Licenses, Registrations:

Valid Driver's license with personal automobile and appropriate insurance required at the time of appointment and throughout employment.

iv. Other Requirements:

Ability to work rotating shifts.

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 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:**

<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 checked="" 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 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 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 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 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.) **CHECK ONE:**

<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 checked="" 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 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.) **CHECK ONE:**

<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: 10% - CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (<i>such as typical office or administrative work</i>).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<input 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.
<input type="checkbox"/>	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:**

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

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

Emma J. Cobb

SKILLS

Cataloging
Collection Development & Maintenance
Digital Literacy
Effective Communication
Leadership & Staff Supervision
Marketing & Social Media Outreach

Patron & Reference Services
Problem Solving
Program Planning & Implementation
Team Work
Technology Education

EXPERIENCE

Milwaukee Public Library, Center Street Branch

Librarian III

October 2023-Present

Librarian II

August 2022-October 2023

- Provide quality patron services to all visitors
- Provide technical support for library computers, copier/printers, and personal devices
- Coordinate library's computer classes; develop and teach curriculum based on patron needs
- Plan and execute interesting and educational library programs
- Aid in purchasing for the adult collections
- Promote and fundraise on behalf of the Combined Giving Campaign Committee
- Serve on various teams; Technology & Digital Literacy, Civic Literacy, Health & Wellness, and Arts & Culture
- Act as Librarian in Charge

Verona Public Library

Head of Reference Services

July 2017-August 2022

- Oversaw all reference service offerings and staff
- Provided patron assistance in person, over the phone, and via email
- Provided technical support for library computers, copier/printers, and personal devices
- Coordinated library's computer classes; develop and teach curriculum based on patron needs
- Curated adult collections and supervise the purchase of new materials in line with the library's budget and collection development policy
- Oversaw the library's marketing and social media campaigns
- Created, assessed, and delegated tasks to enhance the department and library as a whole
- Spearheaded projects such as the development of the World Languages Collection and Diversity Audit of the adult fiction collection
- Served on the South Central Library System Discovery Interface Subcommittee
- Participated in the Dane County Ripple Project diversity and inclusion trainings and discussions

New Berlin Public Library

Head of Adult Services

August 2016-July 2017

- Managed Adult Service Department staff
- Created, assessed, and delegated tasks to enhance the department and library as a whole
- Curated adult collections and supervise the purchase of new materials in line with the library's budget and collection development policy
- All Adult Services Librarian responsibilities

Adult Services Librarian

July 2014-August 2016

- Aided patrons in person, over the phone, and via email with reference questions
- Provided technical support for library computers, copier/printers, and personal devices
- Coordinated library's Book a Librarian program
- Cataloged new acquisitions in a variety of formats specializing in audiovisual materials
- Assessed donated items for potential addition to the library's holdings
- Developed non-fiction collections by weeding and purchasing new titles
- Created, organized, and marketed programs for adult patrons
- Crafted monthly displays to increase circulation of non-fiction collections
- Maintained library's social media presence via Facebook
- Attended system-wide cataloging and database meetings

EDUCATION

University of Wisconsin-Milwaukee

MLIS

May 2014

University of Wisconsin-Milwaukee

B.A. Art History

May 2011