



Joan Johnson
Director

May 9, 2024

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 X, Section 2**, the Milwaukee Public Library respectfully requests your approval to extend the temporary appointment of Kathryn Wodtke to the position of Library Education Outreach Coordinator, underfilling as Community Outreach Specialist. This position serves as a member of the Library's Education and Outreach Services team, and provides coordination and oversight of variety of critical outreach services including our highly successful Summer Reading Program.

Kathryn Wodtke was approved for this temporary appointment from February 18, 2024 through May 25, 2024, with the Library's intention to end it as soon as a permanent candidate was selected for the position, which become vacant on January 5, 2024. A reclassification of the position is currently under way by the Department of Employee Relations. Upon its completion, a new competitive recruitment will be conducted. Due to the unpredictability of these processes, we are respectfully requesting to extend this temporary appointment from May 25, 2024 to August 31, 2024, until a new hire comes on board in this role.

The Library Human Resources Administrator, Victoria Robertson, will be available at the next City Service Commission meeting to answer questions or concern.

Respectfully submitted,

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

Joan Johnson
Library Director



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: Various		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input type="checkbox"/>	
5. Department: Milwaukee Public Library		Bureau: Central Library Services Division:		Unit: Education and Outreach Services Section:	
6. Work Location:		Telephone: Email:		Work Schedule: 40 hrs/week Hours: 8-5 / Days: M-F <i>flexible with evenings & weekends as needed</i>	
7. Represented by a Union? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: If in District Council 48, which local? Local 426		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10.	Official Title: Library Education Outreach Coordinator			Pay Range	Job Code
	Underfill Title (if applicable):			2FN	2665DC
	Requested Title (if applicable):				208
Recommended Title (DER Use Only):			Approved by:		
			Date:		

11. BASIC FUNCTION OF POSITION:

This position is responsible for the delivery of materials to child care centers, schools and other sites, such as senior housing complexes. Coordinates requests from community for library presentations, such as Back to School Fairs, KidsFest, and community events. Assists Library Public Services Area Manager-Youth Services and Library Services Manager in CLCR in the development and delivery of literacy outreach efforts to schools and community agencies. Schedules and develops special project training and programs, manages contracts for consultants associated with grant project, and coordinates outreach requests and delivery of materials to schools or other child serving agencies. Oversees delivery of library cards to schools.

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
30	Manages various educational initiatives including youth initiatives, and the Maker Space programming which utilizes the Teen Outreach Interns in the Branches and for system wide events. Program management includes workflow coordination, new program development, and conducting scheduled programs. Also oversees consultants associated with programs, including recruitment of consultants and managing the budgets associated with the consultants and the program. Supervise interns. Serve as a liaison between Milwaukee Public Library and all schools in the city of Milwaukee.
20	Coordinates and works with library staff on the library's Library NOW Card Campaign. Supervises and directs the work of Library Now Program Specialists and interns - interview, onboard, train, evaluate, organize, schedule, and oversee work assignments and manage unit workflow. Coordinates mailings, contacts, and classroom visits to distribute library cards to students in Milwaukee Public Schools. Maintains statistics for the library card campaign. Works with Milwaukee Public Schools to develop and expand the program.
20	Oversees the delivery of materials to child care centers, community and other agencies. Assists Library Public Services Area Manager in directing work flow of the department. Is a liaison for requests from the community requesting outreach services.
20	Coordinates and oversees the overall and daily activities of all unit staff and/or contractors. Analyzes methods used, initiates, develops, trains, and executes new procedures to expedite work in process in keeping with system-wide objectives and automated system capabilities. Assists staff in resolving problems, makes work assignments, develops standards of performance, maintains workflow, and trains staff, counsels and assists with disciplinary action, participates in staff recruitment and selection, conducts performance appraisals and evaluations

% of Time	ESSENTIAL FUNCTION
10	Miscellaneous: Prepares regular narrative and statistical reports as needed. Works frequently with Communications and Marketing department to promote programs and for development of promotional materials. Attends meetings to further accomplish library goals and objectives, participates in discussion of policies, plans, programs, and problems. Writes articles for publication. Compiles bibliographies for public distribution. Assists Library Public Services Area Manager and Business Office with grant development, budgets and new initiatives related to department goals. Keeps abreast of educational literature, especially that which relates to literacy. Contributes to the growth and development of the library and of the profession by participation in conferences and in the work of professional associations and by becoming involved in community affairs. Provides training to library staff related to literacy and child development. Performs other duties as assigned.

B. PERIPHERAL DUTIES

% of Time	PERIPHERAL DUTY

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Kelly Wochinske, Library Public Services Area Manager – Youth Services

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

Works under general supervision of the Library Public Services Area Manager, with latitude for independent action, receiving general review of performance to ensure that activities are consistent with policies and practices of the Education and Outreach Services section.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **16 – 20 with contractors.**

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)
3	Library Now Program Specialist	a, b, c, d, e, f, g, h
10	Library Teen Outreach Intern	a, b, c, d, e, f, g, h

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

i. Education and Experience:

1. Bachelor of Arts or Science in education or a related field.
2. Five years of classroom teaching experience, of which at least three have been in work with elementary or early childhood students.

ii. Knowledge, Skills and Abilities:

1. Strong customer service orientation; ability to work effectively with the staff and public, and community groups and leaders.
2. Able to execute the full spectrum of supervisory duties, including ability to interview, onboard, train, coach, motivate, discipline and evaluate staff with proper documentation and a focus on staff development.
3. 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.
4. Strong interpersonal and collaboration skills; ability to work effectively as part of a team or individually with diverse staff, patrons and community partners.
5. Excellent oral and written communication skills; ability to effectively present ideas and information clearly, concisely and logically and speak before groups.
6. Broad knowledge of services to youth and an understanding of children’s developmental stages.
7. Creative problem-solving skills: effectively evaluates and makes independent decisions to resolve problems; recommends actions designed to prevent problems from occurring
8. Thorough knowledge of methodology involved in curriculum planning.
9. Strong interest and commitment to literacy and literacy development.
10. Ability to design new programs to adapt to community needs and library strategic plan.

- iii. Certifications, Licenses, Registrations:
Valid Wisconsin Driver's license with personal automobile and appropriate insurance required at the time of appointment and throughout employment.
- iv. Other Requirements:
Able to work flexible work hours, including some evening and weekend hours; occasionally in excess of 40 hours weekly.

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:

<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 checked="" 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 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 checked="" 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.)

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:** _____%

CHECK ALL THAT APPLY:

<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.
<input type="checkbox"/>	The worker is required to wear a respirator.

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

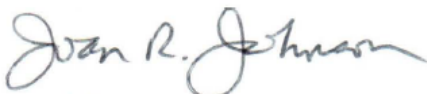
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)						
<input checked="" type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)						
<input checked="" type="checkbox"/>	Commercial vehicle	<input checked="" 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 checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software						
<input type="checkbox"/>	Hand tools (please list):								
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier	<input type="checkbox"/>	Facsimile	<input type="checkbox"/>	Calculator	<input type="checkbox"/>	Cash register
<input checked="" type="checkbox"/>	Other (please list):	overhead projector, dollies, skids, book tubs, motor vehicles							

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



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



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 Wodtke	FIRST NAME Kathryn	INITIAL A
AUTHORIZED POSITION TITLE Lib Education Outreach Coor	PAY RANGE 2FN	F&P COMMITTEE APPROVAL DATE 12/26/2023	REQUISITION # 10820
UNDERFILL TITLE (IF APPLICABLE) Community Outreach Specialist	PAY RANGE 2EN	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #	
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 5/25/2024	ANTICIPATED EXPIRATION DATE 8/31/2024	T.A. RATE OF PAY 2,590.17 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 Education Outreach Coordinator position in Education & Outreach Services became vacant on 1/5/2024. The Library is requesting an extension to this temporary appointment of Ms. Wodtke to help continue to cover the duties of the position until a replacement is hired.			
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. Wodtke was selected based on her tenure with MPL in the Education & Outreach Services department working closely with this role.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u> Bachelor of Arts in Theatre Arts, University of Minnesota, May 2009	<u>WORK EXPERIENCE:</u> 4 years experience as Program Assistant II at MPL, 5+ years experience in educational roles at Arts@Large, Milwaukee Rep Theatre, and Milwaukee Recreation	<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: Program Assistant II	EMPLOYEE ID NUMBER: 029881
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 HR Representative	DATE 5-9-24
APPROVING OFFICER Joan Johnson	SIGNATURE 	TITLE Library Director	DATE 5-9-24
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 (last, first, middle)		DATE
Wodtke, Kathryn A		5/9/2024
POSITION TITLE	PAY RANGE	RATE OF PAY
Library Education Outreach Coordinator, underfilling as Community Outreach Specialist	2EN	\$2,590.17 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.

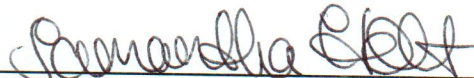
In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (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

05/09/2024
 Date Signed


 Witness Name (Print)


 Witness Signature

Kat Wodtke



About

I am an educator, artist, and community-builder making my home in Milwaukee, WI. My goals are to spark joy, cultivate critical thinking skills, create inclusive spaces, empower change-makers, and encourage engagement with (and appreciation for) the arts and sciences. I center young people's curiosity and agency throughout the learning process.

Education

University of Minnesota	Minneapolis, Minnesota
Bachelor of Arts, Major in Theatre Arts	May 2009
Enza Alton Zeller Scholar in Theatre Arts	2005 - 2009

Experience

Milwaukee Public Library	Milwaukee, Wisconsin
<i>Program Assistant II (Education and Outreach Services)</i>	Aug. 2018 - Present

- Led STEAM challenges and book-based activities weekly at two playgrounds
- Helped coordinate Summer Reading Outreach to over 12,000 youth
- Nurtured partnerships with Milwaukee schools and community organizations

Arts@Large	Milwaukee, Wisconsin
<i>Teaching Artist</i>	June 2016 - Present

- Planned artist residencies at Longfellow, MHSA, Doerfler, and other MPS schools
- Built positive, supportive relationships with groups of K-12 students
- Collaborated with classroom educators to deliver arts-integrated learning

Freelance	Milwaukee, Wisconsin
<i>Musician and Theatre Artist</i>	April 2013 – Present

- Managed, booked, performed, promoted, and organized tours for local band
- Learned effective and creative social media marketing strategies for small business
- Acted in plays with First Stage, Forward Theater, and other regional theaters

Milwaukee Repertory Theatre
Teaching Artist

Milwaukee, Wisconsin
Jan. 2016 – Jan. 2019

- Taught after-school theater programs for teens at Running Rebels and Bay View HS
- Scheduled Guest Artist visits and student interviews with community organizers
- Created a safe space where youth voices and experiences were uplifted

Havenwoods State Forest
Naturalist

Milwaukee, Wisconsin
April 2013 – Sept. 2018

- Facilitated fun, engaging outdoor programs for Milwaukee youth (K-8) and families
- Invited hands-on learning about Wisconsin ecosystems, geo-caching, and more
- Planned festivals including Honeybee Jamboree, SnakeFest, and WinterFest

Milwaukee Public Library
School-age Summer Reading Outreach Consultant

Milwaukee, Wisconsin
May 2015 – Aug. 2018

- Used dynamic read-alouds and book talks to get children excited to read
- Selected age-appropriate books and extension activities for youth K4-6th
- Trained and coached a fleet of fifteen summer outreach educators

Milwaukee Recreation
Outdoor Educator

Milwaukee, Wisconsin
May 2016 – Oct. 2016

- Presented “Tales for Tots” story times for younger children and their families
- Delivered “Nature in Your Neighborhood” science programs in Milwaukee schools
- Expanded knowledge of youth development and early literacy skills

Perseverance Theatre
Guest Artist

Juneau, Alaska
Aug. – Oct. 2015

- Visited middle school classrooms to prepare students to see the play *Othello*
- Guided students through follow-up dialogues about the production and themes
- Offered a Shakespeare class for incarcerated adults at Juneau Correctional Center

Fairbanks Shakespeare Theatre
Guest Artist

Fairbanks, Alaska
2009, 2011, 2014, and 2015

- Conducted free theatre workshops in schools across the state of Alaska
- Directed a three-week summer drama intensive for students ages 8-18
- Wrote and designed a study guide to help educators teach Shakespeare