



**Department of Employee Relations**

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Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: May 23, 2023

**Library**

Current	Recommended
Three New Positions	Library Connected Learning Specialist PR 2CN (\$41,492 - \$58,080) FN: Recruitment at \$47,310 (Three Positions)

Note: Residents receive a rate that is 3% higher.

The Milwaukee Public Library (MPL) has requested the classification of three new grant-funded positions. A job description and other data were provided by Victoria Robertson, Library Human Resources Administrator. The basic function of these three positions is, under the supervision of the Library Education and Outreach Coordinator, to facilitate the MPL Connected Learning Initiative in library spaces, particularly makerspaces and teen spaces. According to the American Library Association a “makerspace” is a place where people come together to create with technology. Programming includes Open Making Time, technical skill building workshops, educational events, classroom visits, and drop-in appointments.

These positions will build critical developmental relationships with young people in Milwaukee; oversee near peer mentors to ensure the provision of excellent customer service in library makerspaces and beyond; and collaborate with internal and external partners to maintain program success and continuous improvement. Their work will address the digital divide and digital literacy, summer learning loss, workforce readiness, violence prevention, and equitable access to library resources for Milwaukee students across the city with a specific focus on adolescents.

**Duties and Responsibilities**

50% Program Development and Facilitation

Engage with Education Outreach Coordinator and MPL reference staff to facilitate daily Open Make Time during after school hours in library makerspaces; provide instruction to library patrons one-on-one and in small groups during drop in appointments; host class visits from schools and partner organizations; develop and implement various educational activities and skill-building workshops; write curriculum and lesson plans; provide technical support, prepare materials and host events as part of the Teen Summer Challenge; develop ongoing partnerships with individual artists/makers and community organizations in support of this work; remain current with best practices in after school education and technology; engage in professional development opportunities as needed; regularly develop and execute new models for instruction including such as the equipment badging system, Take and Make services, and tech toy trainings; and support and instruct colleagues in the use of technical equipment and software to reinforce connected learning programming across library branch locations.

20% Direct Oversight

Direct the day-to-day workflow of Teen Outreach Interns, and recruit, interview, and provide orientation and ongoing training; complete intern timesheets; and with support from the Education Outreach Coordinator, handle staff issues including coaching, discipline, and evaluation.

15% Space Management  
 Oversee daily patron use of technology and equipment owned by the library in Makerspaces; maintain inventory of equipment and supplies; install and update technological equipment including computing equipment and software, photography and videography, industrial design, music mixing, gaming, and virtual reality equipment; consult on the purchase of equipment, software, and supplies; and ensure a welcoming and organized space for the public to enjoy.

15% Library Reporting and Support  
 Provide daily reports on attendance and outcomes; develop and execute outcome monitoring strategies; and participate in library committees and workgroups.

Minimum qualifications include a bachelor’s degree in education, technology, design, or related field; and two years of experience related to the essential functions of the position including youth programing development and implementation and working with computer and design equipment. Experience with a 3D printer, digital recording, and art design technology is preferred. Equivalent combinations of education and experience may be considered.

**Analysis and Recommendation**

These three positions will perform work that is similar to the work of three positions of “Library Now Program Specialists” in Pay Range 2CN (\$41,492 - \$58,080) with a recruitment rate of \$47,310. All of these positions are in the Education and Outreach Services Section of the library and work under the supervision of the Library Education and Outreach Coordinator. The “Library Now Program Specialists” also perform outreach work at both school and library locations to support the academic achievement of Milwaukee students and address the digital divide and digital literacy, summer learning loss, and equitable access to library resources. While the “Library Now Program Specialists” oversee the work of Library Corps members who must be at least 18 and have a high school degree, these new positions will oversee the work of Teen Outreach Interns and focus on the Connected Learning initiatives in library spaces, particularly makerspaces and teen spaces.

As these classifications will be performing similar work, we agree with the requested level of Pay Range 2CN (\$41,492 - \$58,080) with a recruitment rate of \$47,310. The requested title of “Library Connected Learning Specialist” reflects well the focus of these positions. We therefore recommend these three grant-funded positions be classified as “Library Connected Learning Specialist” In Pay Range 2CN (\$41,492 - \$58,080) with a recruitment rate of \$47,310.

**Action Required – Effective Pay Period 12, 2023 (May 28, 2023)**

**\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

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