



**MILWAUKEE**  
PUBLIC LIBRARY

Joan Johnson  
*Director*

January 8, 2024

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

Dear Mr. Donahue:

The Milwaukee Public Library requests to extend the 12-month probationary period for Thomas Nehrbass, who began working as a Library Reference Assistant at the Central Library on February 19, 2023. The probationary period is currently due to end on February 19, 2024.

Mr. Nehrbass's overall performance has met job requirements, but he has not obtained the required 3-credit reference course during probation. He has enrolled for the Spring 2024 Semester, and is projected to complete the requirement on May 18, 2024. Throughout his probationary period, Mr. Nehrbass has demonstrated a high level of customer service ability, knowledge, initiative, and dependability amongst his team.

Therefore, we are requesting an extension to this probationary period, thereby lengthening the probation until May 31, 2024. This is the first extension request. Completed MPL Probationary Reports are included with this request. Mr. Nehrbass has been notified of this request to extend the probationary period. The Library Human Resources Administrator, Victoria Robertson, will be available at the next City Service Commission meeting to answer questions or concern.

Respectfully submitted,

  
Joan Johnson  
Library Director

Enclosures

c: Anthony Frausto, Library Services Manager



# 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.

<b>1. Date Prepared/ Revised:</b> 12/22/2021		<b>2. Present Incumbent:</b> STANDARD		<b>Is incumbent underfilling position?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b> N/A			
<b>5. Department:</b> Milwaukee Public Library			<b>Division:</b> Public Services		<b>Unit:</b> various
<b>6. Work Location:</b> Central, 814 W Wisconsin Avenue or Branch Library			<b>Telephone:</b> <b>Email:</b>		<b>Work Schedule:</b> 40 hours/week. Rotating shifts, 9am–8pm, Sunday-Saturday, evenings & weekends required
<b>7. Represented by a Union?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>8. Bargaining Unit:</b> N/A If in District Council 48, which local? 426			<b>9. FLSA Status (check one):</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>10. Official Title:</b> Library Reference Assistant				<b>Pay Range</b>	<b>Job Code</b>
				2CN	2641DC
<b>Underfill Title (if applicable):</b>					
<b>Requested Title (if applicable):</b>					
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b> <b>Date:</b>	

## 11. BASIC FUNCTION OF POSITION:

Under the direct supervision of the Library Services Manager or an employee holding an MLIS, (Librarians) or LIC, the Library Reference Assistant performs public service duties at the reference desks of assigned library unit as well as a variety of non-public duties supporting service to the public.

Under the direct supervision of the Library Services Manager or an employee holding an MLIS (Librarians or LIC

## 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
65	<b>Reference, Readers' Advisory &amp; Customer Service:</b> Provides reference and readers' advisory services both in person and by telephone, and at Central by email and IM. Answers directional questions, and locates requested materials. Searches indexes, bibliographies, and other reference sources in response to patrons' requests; retrieves materials as requested; determines availability of materials by using the library online catalog, databases and print indexes. Proactively assists the public with self-service resources including checkout, photocopiers, printers, computers, software applications, e-commerce, online registration, and holds-pickup. Alerts users to the community's organizations and functions, which may be of assistance to them.
10	<b>Collection Maintenance Support:</b> Under the direct supervision and mentorship of a Manager/Librarian with an MLIS, observes and provides collection development and maintenance support, including using collection development data, tools, and resources to make selection and deselection recommendations in alignment with Collection Management Policy and MPL policies/procedures, with final selection and deaccession approved by MLIS staff. Support includes assisting with standing order and serials review, creation and maintenance of files and indexes for special collections, and supporting resource access in alignment with MPL collection standards. Develops increasing autonomy in supporting collection development while retaining final approval by MLIS staff. Develops increasing knowledge of collection related trends, new developments and best practices, including intellectual freedom and technological innovation.
15	<b>Programming:</b> Provides program support for librarian staff; assists with planning, scheduling, and delivery of programs under the supervision and guidance of a librarian.



**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
10	<b>System Support:</b> Provides emergency assistance at locations throughout the system as needed; serves on committees as assigned; maintains statistical information; conducts community support activities; restocks tax forms materials for public distribution; performs minor repairs of materials; posts bulletin boards; maintains files of current events schedules; maintains meeting room schedule and related materials; develops displays; serves as the staff person in charge of opening or closing the branch occasionally; and performs other related duties as assigned.

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:** Library Services Manager of assigned unit**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Under the supervision of the Library Services Manager or an employee holding an MLIS (Librarians) or LIC, who assigns duties, instructs in new procedures, oversees workflow, reviews completed work, evaluates performance and is available for consultation on problems that arise.

**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 or approve performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
<b>Number Supervised</b>	<b>Job Title</b>	<b>Extent of Supervision Exercised</b> (Select those that apply from list above, a - h)

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)Education and Experience:

1. Bachelor's degree in any related major from an accredited college or university.
2. Continued employment is contingent upon completion of a three-credit reference course from an accredited school within one year from date of appointment.

Note: Equivalent combinations of education and experience may be considered.

Knowledge, Skills and Abilities:

1. Excellent customer service, interpersonal and collaboration skills; ability to work effectively with diverse staff and patrons of various age levels and cultural backgrounds and to interpret their reading and informational needs.
2. Exercises discretion and good judgement.
3. Ability to perform basic reference and readers' advisory work.
4. Ability to multi-task and to respond rapidly and effectively to changing priorities to meet deadlines.
5. Able to develop plans to solve problems or take advantage of opportunities, establish systematic methods of accomplishing goals.
6. Takes initiative and able to work both independently and as a team worker, contributing to an inclusive and respectful workplace.
7. Excellent oral and written communication skills; ability to effectively present ideas and information clearly, concisely and logically.
8. Knowledge of and interest in books and bibliographic tools.
9. Proficient computer skills, including Microsoft Office suite.
10. Dependability: Promptness, reliability, able to maintain good attendance record.

Certifications, Licenses, Registrations:Other Requirements:



1. Able to work rotating Library work hours, Sunday – Saturday, 8 am – 8 pm
2. Able to provide emergency assistance at locations throughout the system as needed.

### 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"/>	<b>Climbing:</b> 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"/>	<b>Balancing:</b> 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 checked="" type="checkbox"/>	<b>Stooping:</b> 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"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	<b>Pushing:</b> 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"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	<b>Lifting:</b> 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"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> 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"/>	<b>Talking:</b> 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"/>	<b>Hearing:</b> 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"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	<b>Driving:</b> 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"/>	<b>Sedentary Work:</b> 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"/>	<b>Light Work:</b> 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"/>	<b>Medium Work:</b> 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"/>	<b>Heavy Work:</b> 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"/>	<b>Very Heavy Work:</b> 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"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> 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"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> 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 fieldwork:** \_\_\_\_%

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions ( <i>such as typical office or administrative work</i> ).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes ( <i>i.e. warehouses, covered loading docks, garages, etc.</i> )
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> 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"/>	<b>The worker is subject to atmospheric conditions:</b> 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"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

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

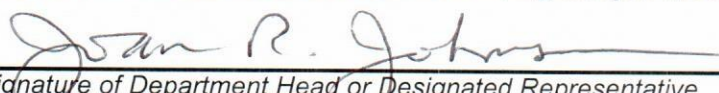
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

**CHECK ALL THAT APPLY:**

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies?	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input 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 ( <i>please list</i> ):	
<input checked="" type="checkbox"/> Office Machines ( <i>check all that apply</i> ):	<input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register?
<input type="checkbox"/> 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
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