

Joan Johnson
Director

June 29, 2021

Board of City Service Commission
City of Milwaukee
Department of Employee Relations
City Hall – Room 706

RE: Request to Extend Temporary Appointment

Dear Commissioners:

Pursuant to Civil Service Rule X, Section 2, the Milwaukee Public Library (Library) respectfully requests your approval to extend the temporary appointment of **Management Librarian for Catherine Markwiese**.

Catherine Markwiese, who was the retiree incumbent of the **Management Librarian** position, was approved for a temporary appointment through July 13, 2021, with the Library's intention to end it as soon as DER completed its selection process to identify her replacement. The position became vacant on July 11, 2020 and DER's job posting ended on December 7, 2020. DER finalized the eligible list on March 25, 2021 and the Library successfully made an offer from this list. However, since the candidate needs time to relocate back to Milwaukee from New York, they will start employment on July 26, 2021. Therefore, we need to request approval to extend this temporary appointment from July 13, 2021 through October 2, 2021, until the new appointee is trained, as to not interrupt services.

Additionally, I am requesting use of the Auxiliary Resource Program, to enable the new appointee to receive first-hand training from the retiree incumbent to fully execute the duties of this position as her specialized expertise and 18 years' of experience in the position will ensure continuity of this critical operation. The **Management Librarian** position provides support and leadership to the department of Copy Cataloging and Database Maintenance.

This position is complex and highly technical, requiring unique management skills to oversee technicians and cataloging staff who prepare all new library materials for circulation at the Library. The cataloging unit also contracts with the Milwaukee County Federated Library System (MCFLS) for cataloging services, making continuity imperative for the County.



Your favorable consideration of this request is greatly appreciated. If you have any questions regarding this request, please contact Victoria Robertson, Human Resources Officer, at 286-3028.

Sincerely,

A handwritten signature in dark ink, reading "Joan R. Johnson". The signature is fluid and cursive, with the first name "Joan" and last name "Johnson" clearly legible.

Joan Johnson
Library Director

Attachments:

- Notice of Temporary Appointment
- Updated Statement of Understanding
- Cathy Markwiese Resume
- Job Description

c: Kristin Urban
Judy Pinger



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 MARKWIESE	FIRST NAME CATHERINE	INITIAL M
AUTHORIZED POSITION TITLE Management Librarian 1EX	PAY RANGE	F&P APPROVAL DATE 7/1/2020	REQUISITION # 7953
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THIS INDIVIDUAL 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 7/13/2021	ANTICIPATED EXPIRATION DATE 10/2/2021	T.A. RATE OF PAY 1EX
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: Ms. Markwiese retired from her position of Management Librarian on 7/10/2020. Ms. Markwiese was approved in a temporary appointment through July 13, 2021. The selected candidate needs time to relocate back to Milwaukee from New York, and will start employment on July 26, 2021. Therefore, we need to request approval to extend this temporary appointment from July 13, 2021 through September 26, 2021, until the new appointee is trained, as to not interrupt services.			
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. Markwiese is the previous incumbent of this position prior to her retirement.			
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: Bachelor of Arts, Marquette University, May 1981. Master of Arts in Library Science, University of Michigan, June 1983	WORK EXPERIENCE: 34 years of professional librarian experience at the Milwaukee Public Library. Over 20 years of those serving in a supervisory capacity.	OTHER REQUIREMENTS (i.e. licenses)	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, CURENT DEPARTMENT: MILWAUKEE PUBLIC LIBRARY	CURRENT POSITION TITLE: MANAGEMENT LIBRARIAN	EMPLOYEE ID NUMBER: [REDACTED] EFFECTIVE 7/10/2020
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, DIRECTOR SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTED 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 EXTENTION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Victoria Robertson	SIGNATURE <i>Victoria Robertson</i>	TITLE HR Officer	DATE 6/29/21
APPROVING OFFICER Joan Johnson	SIGNATURE <i>Joan R. Johnson</i>	TITLE Library Director	DATE June 23, 2021
THIS SECTION FOR DER REVIEW			

DER REVIEW COMPLETED BY:

Karen Biernat

SIGNATURE

Karen Biernat

TITLE

Admin. Serv. Coord.

DATE

6.29.2021

Original Appt. 7.13.2020 - 10.13.2020; 1st Ext. 10.14.2020 - 3.6.2021; 2nd Ext. 3.7.2021 - 7.13.2021.



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
Markwiese, Catherine M		6/25/2021
POSITION TITLE	PAY RANGE	RATE OF PAY
Management Librarian	1EX	\$2,316.01 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.

Catherine M. Markwiese

Temporary Appointment Applicant Signature

6/25/2021

Date Signed

Lynn Markwiese

Witness Name (Print)

Lynn Markwiese

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: 06/24/20		2. Present Incumbent:		Is incumbent underfilling position?	
3. Date Filled: 5/25/2003		4. Previous Incumbent: Catherine Markwiese		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Milwaukee Public Library		Bureau: Technical Services Division: Central Library		Unit: Cataloging and Database Maintenance Section:	
6. Work Location: 814 W. Wisconsin Avenue		Telephone: 414.286.3222 Email:		Work Schedule: Hours: 40 hours; Flexible with Library hours: 8am–8pm from Sunday-Saturday	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: If in District Council 48, which local?		9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10. Official Title: Management Librarian (Cataloging and Database Maintenance)		Pay Range		Job Code	
Underfill Title (if applicable):		1EX		4786	
Requested Title (if applicable):				102	
Recommended Title (DER Use Only):		Approved by:			
		Date:			

11. BASIC FUNCTION OF POSITION:

Incumbent directs technical processes concerned with library materials in all formats. Supervises the direction, control and planning for professional cataloging, copy cataloging and technology support staff. Manages the activities associated with the library's contract with the Milwaukee County Federated Library System (MCFLS) for Bibliographic Control. Provides technical leadership and management oversight for the development of MPL digitization projects, in cooperation with managers from other MPL Departments. Provides statewide participation and leadership on library technical services directions. The Milwaukee Public Library is committed to providing the highest quality of services to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities and to work cooperatively as part of a team.

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
60%	a. Provides supervision of Cataloging and Database Maintenance Unit within Technical Services Department. b. Makes recommendations regarding hiring and promotions. c. Conducts performance appraisals and annual reviews. d. Approves assignment of duties and work schedules. e. Makes recommendations on matters relative to transfer, disciplinary actions or discharge. f. Analyzes current methods and plans, develops and implements new procedures to expedite activities relative to cataloging and database management of library materials in all formats. g. Maintains working relations with vendors that supply Bibliographic and Authority records and related services (OCLC, Marcive, WILS, etc.). As needed, develops specifications for vendor contracts to purchase records and services. Evaluates vendor contract performance and makes

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% of Time	ESSENTIAL FUNCTION
	<p>recommendations on preferred vendors based on those performance analyses.</p> <p>h. Provides broad information to library staff on cataloging and database management issues and practices.</p> <p>i. Serves as resource library representative for state and regional technical services practices.</p> <p>j. Actively participates in networking and continuing education services such as WiLs Peer Council and the Wisconsin and Illinois Innovative Users Group (WILIUG.)</p>
20%	<p>a. Participates in the development of digital library collections, and the policies to select and implement those projects.</p> <p>b. Maintains knowledge of national metadata standards and schema, and interprets and adapts those in the development of local digitization projects.</p> <p>c. Selects appropriate metadata schema, outlines procedures and trains individuals who create metadata descriptions, and coordinates the creation and management of metadata information for each project.</p> <p>d. In cooperation with –Library IT staff and other MPL managers, creates the infrastructure for image creation, storage, retrieval, metadata description, and presentation of digital materials in locally developed collections.</p>
10%	<p>a. Recommends new and modified procedures for improvements in cataloging and database management functions to Milwaukee County Federated Library (MCFLS) staff for dissemination at periodic MCFLS Database Maintenance Committee meetings, and for system wide implementation.</p> <p>b. Monitors performance and productivity statistics for contract work, and works with MPL cataloging staff to improve any areas found to be in need of improvement.</p> <p>c. Reviews periodic reports of cataloging & authority control activity to ensure quantity and timeliness guidelines are met.</p> <p>d. Provides interpretation of cataloging and authority control policies to staff and managers in Central and Branch Services, and in MCFLS member libraries.</p> <p>e. Monitors trends in cataloging, authority control, and electronic record loading. Recommends procedural adjustments as needed to meet changing technology and standard practices.</p> <p>f. Serves as library database procurement liaison.</p>
10%	<p><u>Miscellaneous</u></p> <p>a. Provides backup supervision for Acquisitions and Serials Unit - - in the absence of the Management Librarian – Acquisitions and Serials</p> <p>b. Communicates policies and procedures routinely to staff supervised and internal customers.</p> <p>c. Participates in system wide teams and committees, and assists in implementation of designated long-range strategies.</p> <p>d. Knows the Library's Equality Diversity and Inclusion-responsibilities and commitments and actively seeks to assist the library in meeting its goals.</p> <p>e. Follows and enforces safe work procedures and accident prevention practices.</p> <p>f. Performs other related duties as assigned.</p> <p>g. Performs as Auxiliary LIC for Central Library including limited weekday and weekend shifts.</p>

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Judith Pinger, Associate Library Director – IT, Technical Services and Collections

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D. SUPERVISION RECEIVED:

Under direct supervision of the Associate Library Director – IT, Technical Services and Collections, who makes general assignments indicating the results desired and reviews overall performance.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 13-

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)
1	Library Technician IV (direct)	a,b,c,d,e,f,g,h
1	Library Technician III (indirect)	a,-,c,d,e-,f-,h
3	Librarian III -Original Catalogers (direct)	a,b,c,d,e,f,g,h
4	Library Technicians II (indirect)	f, g, h
4	Library Copy Cataloger Technicians II (indirect)	a,b,c-,d,e,f,g-,h

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

Education and Experience:

1. Graduation from an accredited college or university.
2. Master's degree in Library Science or equivalent from an ALA-accredited graduate library school.
3. Five years of increasingly responsible professional librarian experience of which at least one year of experience must have been at a level equivalent to a Librarian III in the Milwaukee Public Library system.
4. Two years' supervisory experience commensurate to experience with Milwaukee Public Library.
5. Must be able to transport oneself to work-related meetings, workshops, conferences, etc.

Knowledge, Skills and Abilities:

1. Knowledge of modern library organization, procedures, policies, mission, goals, services, and trends.
2. Knowledge of computers, online catalogs, databases, networks, the internet, and their applications for library use.
3. Knowledge of management principles and supervisory skills to effectively direct the activities of staff.
4. Knowledge of customer service best practices for both internal and external customers.
5. Knowledge of training, mentoring, and coaching techniques and principles.
6. Practice of time management principles and ability to meet and keep deadlines.
7. Knowledge of budgeting processes to oversee expenditures and prepare budget requests.
8. Ability to read and interpret a wide variety of -technical services related documents.
9. Written and technical communication skills to be able to write reports, Oral communication skills necessary to make presentations, effectively orient and train staff and
10. Strong interpersonal and collaboration skills; ability to direct and work effectively with diverse staff and patrons. Proven ability to collaborate with community partners.
11. Organizational skills to be able to manage multiple priorities and meet deadlines in a busy public library.
12. Critical thinking skills to be able to solve problems and make sound decisions on a daily basis.

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13. Ability to effectively and positively represent the library before community groups and the public, consistent with the library's vision, mission, and strategic plan.
14. Honesty, integrity, ability to maintain confidentiality, and responsible stewardship of City resources.
15. 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.
16. Creative problem solving skills: effectively evaluates and makes independent decisions to resolve problems; recommends actions designed to prevent problems from occurring.

Certifications, Licenses, Registrations:

1. Valid State of Wisconsin Driver's License preferred.

Other Requirements:

1. Able to work flexible work hours, some evening and weekend hours, in excess of 40 hours per week. Available for emergencies on call 24 hours a day.
2. Ability to maintain confidentiality and respect patron privacy

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.

G. 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 checked="" 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

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<input type="checkbox"/>	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 type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. 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.

I. 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.

J. 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:** 40%

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (<i>such as typical office or administrative work</i>).
<input checked="" 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.

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

K. 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 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 (please list):	
<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	
<input type="checkbox"/> Other (please list):	

L. SUPPLEMENTARY INFORMATION: Due to the evolving technical Consideration given to candidates with experience in disability services.

M. I believe that the statements made above in describing this job are complete and accurate.

Signature of Department Head or Designated Representative

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Recent Experience

Management Librarian IV/Metadata Librarian

May 2003-present Milwaukee Public Library, Milwaukee, WI

- Supervised cataloging operations under MCFLS contract
- Supervised processing operations for Milwaukee Public Library system
- Created MPL's first digital collection

Non-Management Librarian IV/Head of Ready Reference

July 2000-May 2003 Milwaukee Public Library, Milwaukee, WI

- Assistant Coordinator of the Art, Music & Recreation Dept.
- Negotiated contracts and maintained database access (2002-present)
- Organized training for new & transferring staff, interns and field workers

Librarian III/Head of Periodicals Unit

June 1997-July 2000 Milwaukee Public Library, Milwaukee, WI

- Reestablished annual serial reviews
- Served on Business & Periodicals Depts. Renovation Committee
- Expedited the transition of serials to the new ILS system

Librarian II/Chemistry & Physics Selector

January 1991-June 1997 Milwaukee Public Library, Milwaukee, WI

- Served on OPAC selection committee
- Helped develop MPL's subscription database practices
- Performed DIALOG and patent database searches for the public

Education

University of Michigan, Ann Arbor, MI

- A.M.L.S, June 1983
- Concentration in Public Libraries

Marquette University, Milwaukee, WI

- Honors Bachelor of Arts, May 1981
- Majors in English and History

Memberships

American Library Association, Life Member

Wisconsin Library Association

Activities

Wisconsin/Illinois Innovative Users Group (WILIUG) Executive Committee 2018-2020

Innovative Users Group (IUG) Local Arrangements Committee,
National Conference Chicago 2012

Wisconsin Connecting to Collections Committee 2009-2015

BadgerLink RFP Committee 2008-2009

Library Information Technology Advisory Committee (LITAC), DPI, 2007-2009

DPLA Wisconsin Service Hub Board of Governors, 2014-2018

Recollection Wisconsin Steering Committee, 2017-2020

WiLS Peer Council Chair, 2006; Committee member, 2015, 2016-2019

WiLS CooPAC Committee, 2014-2020

SEWI Technical Services Committee, 2017-2020