

Job Evaluation Report

City Service Commission Meeting: September 14, 2021

Common Council – City Clerk

Current	Recommended
Librarian II PR 2EN (\$45,306 - \$63,426) Recruitment is at \$48,930 and may be up to \$52,554 with the approval of DER (One Position)	Librarian II PR 2FN (\$48,294 - \$67,616) Recruitment is at \$61,188 /any point DER approval. (One Position)

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

The Department of Employee Relations (DER) held discussions with Jim Owczarski, City Clerk, and Eileen Lipinski, Library Manager, to study one position of Librarian II within the Common Council – City Clerk's Office. A job description was provided by the department.

This report recommendation clarifies that the classification of Librarian II in the City Clerk's Office is to be consistent with the classification for a Librarian II in the Milwaukee Public Library. It also provides for the same effective date as for the Milwaukee Public Library positions.

Duties and Responsibilities

This Librarian II provides library and information services in support of bureau services with respect to bureau staff, aldermen, city departments, researchers, students, reporters, other municipalities and the general public. Duties and responsibilities include:

- 50% Answer in-person and telephone requests by citizens and city employees for information on Milwaukee Code of Ordinances, and state and federal legislations; responds to questions pertaining to all areas of Milwaukee municipal government and urban affairs in general; retrieves library materials from the collection for patrons; checks materials in and out; assists patrons in using library materials and equipment, conducts research in commercial, web-based, and network databases as well as print sources in response to reference requests; reads and analyzes search results; edits and formats search results for use by city employees; selects and retrieves articles of interest from the Chicago Tribune, New York Times, Wall Street Journal, Milwaukee Business, and Daily Reporter; and every other month either publishes all selected headlines to the Daily Headlines, Intranet page on Mint, or sends out requested articles to E-Notify subscribers, and monitors IACP Net.
- 20% Creates 'New and Noteworthy' and "Focus" using Titan CMS and distributes to E-Notify subscribers; catalogs continuations and updates, e.g. annual reports, directories, dictionaries; updates EOS web records; and uploads documents available only electronically into Titan CMS and creates links to them in the EOS OPAC.
- 10% Participates in selection of materials for purchase; enters new book orders and standing orders into EOS web acquisitions module and processes orders; receives and processes new books and other materials; and reviews book/ document collection for discards and processes the withdrawals.
- 10% Creates and maintains MRL digital collections, accessible through Recollections Wisconsin and the library's webpage; maintains library page on the city's website and MINT using Titan CMS software; organizes and maintains City Clerk's online City Attorney opinions collection (PDF) using Adobe Acrobat and index (Excel);

uploads updated version of each to City Clerk's MINT page; maintains the Facebook page for the Milwaukee MRL Library; and maintains map collection.

- 5% Maintains physical condition of the collection, particularly the M Collection; and applies preventative maintenance to library materials using acid-free containers.
- 5% Selects articles for the clipping files from the Bay View Compass, Milwaukee Biz Times, Milwaukee Community Journal, Milwaukee Courier, Milwaukee Times, Sherman Park Today, and On Milwaukee.com (online); selects and retrieves articles from the Milwaukee Business Journal for the clippings collection every third month on a rotating basis; prints copies of articles from Newsbank (Milwaukee Journal Sentinel), and other online local news sources on the aldermen, one cop to the aldermen, and one copy for the clippings file; and prepares newspaper clippings for storage.

Minimum requirements include a master's degree in library science from an accredited library school and at least two years of professional Librarian experience.

This report therefore recommends that this classification of Librarian II in the City Clerk's Office is to be consistent with the classification for a Librarian II in the Milwaukee Public Library, and be allocated to Pay Range 2FN (\$48,294 - \$67,616) with a recruitment rate of \$61,188 and may be at any point in the range with DER approval. We further recommend that this report be effective on the same date as the Milwaukee Public Library.

Action Required – Effective Pay Period 12, 2021 (May 30, 2021)

Prepared by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager



Reviewed by: _____
Makda Fessahaye, Employee Relations Director