




City Administrator
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MEMORANDUM

TO: Administration & Finance Committee

FROM: Rebecca Grill, City Administrator 

RE: Department Request to Fill Vacant Position

DATE: February 25, 2016

Attached is Mike Koszalka's request to fill the vacant position of Library Assistant at the Public Library.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RG:jfw

cc: Mayor
HR Division
Mike Koszalka

ADM\Vacpos\VACPOSREQ LibAsst 030116





PUBLIC LIBRARY
7421 West National Avenue
West Allis, Wisconsin 53214-4699

RECEIVED

FEB 23 2015

**CITY OF WEST ALLIS
CAO**

February 22, 2016

Rebecca Grill
West Allis City Administrator
City Hall
West Allis, Wisconsin 53214

Dear Ms. Grill:

I respectfully request that the Administration and Finance Committee give its approval to fill the Library Assistant position at the Public Library with two .5 benefitted Library Assistants. The full time budgeted position will become vacant on 2/18/16 when Joy Franson (Library Assistant Full-Time) retires.

Attached is the completed form required to begin the replacement process.

Thank you for your consideration.

Sincerely,



Michael Koszalka
Library Director



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Library Position Title: Library Assistant

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 2 / 18 / 2016

Person Replaced: Joy Franson

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: One full-time position split into two .5 positions

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: 05 / 01 / 2016

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____

Why is it necessary that this position be filled? What operational needs does this position fulfill? Position(s) staff public desks 40 hours per week

What will be the impacts on service functions to the public if the position is not filled? Inadequate staffing of public desks - negative impact on service to community

What will be the impacts on service to city staff if the position is not filled? Minimal

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) This request includes a reorganization of a position to two part-time (pro-rated) benefited positions

How has this vacancy/need been covered so far? By provisionals / other librarian staff

How many other similar positions exist in this department? only remaining position

Requestor Information

Please Print: Michael Koszalka Director Library
Name Title Department

Signature/Date: [Signature] 2 / 23 / 2016

Attached: Memorandum Current Position Description

LIBRARY ASSISTANT

JOB SUMMARY: This is semi-professional library work, involving reference work and limited specialized library tasks.

NATURE OF THE WORK: An employee in this classification is responsible for specific functions of library service to the public. The work is performed according to well-defined standards, procedures and policies. Library Assistants may at times work independently on certain library assignments.

DUTIES: Typical duties include: assists in the selection and location of books and related materials, and in the use of the integrated automated library catalog and electronic information resources; answers questions from patrons in person or over the telephone; instructs patrons in the use of the Internet, computer applications, and library services; performs Readers' Advisory; prepares book lists and displays under the supervision of a library department head; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; and performs other duties as directed/assigned by the supervisor.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of routine library methods and principles; some knowledge of authors, books and reader interest levels; skill in the use of modern office equipment such as a computer/applicable software; working skill with online library databases; ability to navigate and work with internet applications; competent in the use of mobile tablet devices and e-readers; ability to communicate effectively, both verbally and in writing; ability to maintain accurate records and files; ability to exercise mature judgment, tact, and discretion when providing information; good listening skills; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with a diverse population, including, but not limited to, supervisors, other employees and the public.

MINIMUM REQUIREMENTS:

Bachelor's degree from an accredited college or university.

Coursework in Library Science at the undergraduate or graduate level and/or some recent paid work experience in a public library is preferred.

Three (3) years of recent paid customer service work experience.

Proficient in the use of an office computer/software including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Access, PowerPoint, Outlook, Calendaring, etc.), various software packages, and database applications.

Physical Job Demands: Possess the physical capacity to perform the duties of the position including but not limited to, frequent standing and walking, occasional to frequent lifting/carrying up to 20 lbs., occasional pushing or pulling of objects or materials up to 50 lbs., ability to continuously focus for long periods of time on projects or while working on computers, and the ability to occasionally bend, kneel, sit, twist, stoop, squat, climb, reach, etc.

ACTIVITY FREQUENCIES

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

LIBRARY ASSISTANT
PAGE 2

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

CITY OF WEST ALLIS

Revised June, 2015

Approved _____
Department Head Date

Approved _____
Employee Date