



Rebecca Grill
City Administrator
City Administration Office
414.302.8294
rgrill@westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator 
RE: Department Request to Fill Vacant Position
DATE: November 30, 2017

Attached is Mike Koszalka's request to fill an upcoming vacant, full-time Librarian position 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 Dept.
Mike Koszalka

ADM\Vacpos\VACPOSREQ Librn 120517



**PUBLIC
LIBRARY**

7421 West National Avenue
West Allis, Wisconsin 53214
www.westalliswi.gov

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CITY OF WEST ALLIS
CAO

November 28, 2017

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 a full-time Librarian position at the Public Library. This budgeted position will become vacant on 12/09/2017.

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: Librarian_____

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: __12_/__09__/2017__

Person Replaced: _Natalie LaRocque_____

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: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: __ASAP__ / __ / 20__



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? ____

Librarians assist the Head of Adult Reference in the materials selection process and with maintaining the adult materials collection. This positions staffs the Adult Information Desk about twenty hours a week. Filling this position would enable the library to use less part time staff.

What will be the impacts on service functions to the public if the position is not filled? _____

Maintaining a staffing level of the Adult Reference Desk is very difficult. Collection development (ordering/weeding) begins to slow without librarians to select and order new materials, and we are not able to keep the collection current. Items will not be available in our collections for patrons to check out. Programming for the public will also become difficult to maintain.

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

The Head of Adult Reference, the Children’s Librarians, the Head of Cataloging, and other full time librarians will all pick up additional shifts at the Reference Desk, which impacts on their other duties and goals.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _

None. This position is needed to keep the Reference desk staffed and the collections maintained.

How has this vacancy/need been covered so far? __

Other Librarians will have to cover the reference desk, assist with programming and collection development taking them away from their other duties.

How many other similar positions exist in this department? __

In the Adult Reference Department-three full-time Librarian positions-one is currently filled, two are vacant. Total budgeted Librarian -5.5 positions (4.5 Adult Reference/ 1 Children's Department).

Requestor Information

Please Print: Michael Koszalka Director Library
Name Title Department

Signature/Date: Michael Koszalka 11 1 28 2017

Attached: Memorandum Current Position Description

CLASS TITLE: Librarian

DEPARTMENT: Library

CLASSIFICATION and SALARY GRADE: Exempt – Classified Service, Grade H

DEFINITION: Under general supervision, an employee in this classification performs work of moderate difficulty in professional library work; performs related work as assigned.

EXAMPLES OF DUTIES: Performs reference work, Reader's Advisory, collection maintenance, and prepares booklists; performs duties with latitude of professional judgment; formulates, publicizes and presents programs; conducts library tours and orientation programs of the library system, its facilities, and resources; participates in the selection of new library books and materials; consults standard bibliographies to verify author, title and related information to identify new books for purchase and books received by purchase or gift; catalogs and classifies books and other library materials including use of an automated cataloging service (OCLC); may assign and review work of subordinates engaged in related sub-professional tasks; assists high level librarians by assuming responsibility for a service area or collection (e.g. technology resources, young adult, media formats, etc.); prepares reports on work progress; recommends changes in procedures and processes to improve efficiency; supports initiatives such as strategic planning, LEAN, and innovation; 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; may assume the position of Librarian in charge as directed; performs other duties as assigned.

QUALIFICATIONS:

This position requires emotional intelligence, work ethic, accountability and initiative to effectively perform the duties.

Education, Training and Experience:

Master's Degree in Library Science from an ALA accredited library school; recent professional paid work experience as a Librarian or Library Assistant highly desirable.

Proficient in the use of office computers and various software packages including, but not limited to, Windows and Microsoft Office applications (Word, Excel, Access, Powerpoint, Outlook, Calendaring) etc.; some recent experience utilizing online databases.

Completion of the National Incident Management System (NIMS) training, ICS-100 and Independent Study-700, within 6 months of appointment.

Knowledge, Skills and Abilities:

Good knowledge of professional practices, procedures, and techniques of library science; good knowledge of books in several broad subject fields; good knowledge of reference materials; working skill in selecting appropriate reading materials for patrons of varying reading skill levels; working skill in weeding assigned areas of the collection; working skill in interpreting library resources and services to the public; working skill in instructing and training clerical library staff in library methods and procedures; working skill in communicating effectively orally and in writing; working skill in the use of library facilities and resources including automated library systems; working knowledge of online databases; some skill in writing book reviews, press releases, reports, and in preparing bibliographies; ability to organize facts and ideas; good skill in problem analysis and problem-solving; skill in presenting facts and recommendations in clear, concise, and logical terms both orally and in writing; ability to maintain accurate records and files; good skill in listening; ability to adhere to ethical and legal standards; ability to maintain a high level of

professionalism; ability to multi-task in a fast paced environment; ability to quickly adapt and learn specialized software systems and databases; ability to communicate and work cooperatively and effectively with a diverse population of people with varied academic, cultural, and socio-economic backgrounds using tact, diplomacy and courtesy, including, but not limited to, supervisors, coworkers, and the public; ability to promote innovation, operational excellence and continuous improvement;

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 40 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

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

September, 2017

Approved

Department Head

Date

Approved

Employee

Date