



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


414/302-8294
414/302-8207 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

pziehler@ci.west-allis.wi.us
www.ci.west-allis.wi.us

MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: October 15, 2009

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

According to our procedure for 2009, 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.

PMZjfw

cc: Mayor
HR Division
Mike Koszalka

ADMICORRVACPOSREQ LibTech 1009



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

October 1, 2009

Paul Ziehler
City Administrative Officer
City Hall
West Allis, Wisconsin 53214

Dear Mr. Ziehler:

I respectfully request that the Administration and Finance Committee give its approval to fill a Library Technician vacancy at the Public Library. This budgeted position became vacant when Mary Mlenar retired on September 30, 2009 after 31 years of service (24.5 years full-time/6.5 years part-time).

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

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Michael Koszalka".

Michael Koszalka
Library Director

JN

**REVIEW BY CITY ADMINISTRATIVE OFFICER
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

This form should be attached to your memorandum to me when a position vacancy is requested to be filled. Responses to the questions noted below are sufficient for review purposes. (Information to answer question no. 8 is available from me.)

Upon receipt of this form, I immediately send it to the members of the Administration & Finance Committee. They have five (5) working days to contact me with any objections, concerns, or questions. Upon expiration of the five days, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

1. Position Title: LIBRARY TECHNICIAN
2. Department/Division: Library
3. Vacancy Date: October 1, 2009
4. Vacancy Reason: Retirement
5. a. What are the specific work responsibilities of the position?
The duties include: performs Circulation Desk tasks involving the checking out of library materials. Processes holds and provides basic customer service (circulation related) to library users. Collects fines and payments for lost and damaged materials. Works a portion of time on clerical duties in support of the Circulation Department and/or Catalog Department. Answers phone calls and provides general information to library patrons.
- b. How many other such positions exist in this Department?
This is one of six Technician positions assigned to Circulation Desk activities. Currently, this position and 1 other Technician position are vacant.
6. What are the reasons why the position must be filled?
In terms of circulation, the West Allis Public Library is one of the busiest libraries in the county (approximately 700,000 items will be circulated during 2009). This position is necessary if we are to maintain the public hours established by the Library Board. With 2 Technician positions currently vacant, we must move to fill one of the positions immediately.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
If this position is not filled and no substitute called in, front line customer service would be strained. Library patrons would have an increased "wait" time for basic services (new library card, paying a fee or fine, check-out, etc.). Current schedule of hours and staffing patterns could not be maintained.
 - b. Service to staff.
Reassignment of duties which would result in the other Library Technicians postponing some of their own duties and responsibilities.
8. What is the fiscal impact related to filling this vacancy?
Ms. Mlenar's salary was budgeted for 2009 at B10, Schedule R, Step F (\$1,360.80 bi-weekly). New hire would be at Level B10, Step A (\$1,069.60 bi-weekly R-rate).
9. Remarks/Comments:

Signature: Michael Kozynska Date: 10-2-09
Title: Library Director