



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

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**MEMORANDUM**

TO: Administration & Finance Committee  
FROM: Rebecca Grill, City Administrator *RG*  
RE: Department Request to Fill Upcoming Vacant Position  
DATE: December 27, 2017

Attached is Mike Koszalka's request to fill an upcoming vacant, part-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 010218



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

CITY OF WEST ALLIS  
CAO

December 15, 2017

DEC 18 2017

RECEIVED

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 part-time Librarian position at the Public Library. The part time budgeted position will become vacant on 1/03/2018.

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 (Part-Time) \_\_\_\_\_

Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: \_\_\_\_\_  
\_\_01\_\_/\_03\_\_/2018\_\_

Person Replaced: \_\_Anne Marie Thomas\_\_\_\_\_

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\_\_\_\_\_/\_\_\_\_\_/2018\_\_\_\_



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 position will share Sunday Librarian-in-Charge duties with another .5 Librarian I. This will allow the library to staff the Adult Information Desk with a professional librarian serving as Librarian-in-Charge every Sunday as stipulated by public library standards and advocated by the Library Board.**

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 that includes a professional librarian is very difficult without overtime incentives. Collection development (ordering/weeding) begins to slow without librarians on staff responsible to select and order new materials, and we are not able to keep the collection current. Items will not be available in our collection 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?

**A trained, certified Librarian will not be staffing the desk on busy Sundays. The Library director will need to be onsite in order to have a certified library professional serving as Librarian-in-Charge available on alternating Sundays.**

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

**None. To remain open on Sundays the Library needs a Librarian-in-Charge in the building.**

How has this vacancy/need been covered so far?

**Provisional library assistants and full-time librarians will be covering the Saturday and weekday hours. Full-time librarians will cover the spots but their regular, weekday hours may be altered. The Library Director will be onsite in the event no other certified, professional librarian staff is available.**

How many other similar positions exist in this department?

**In the Adult Reference Department-three .5 part-time Librarian I positions-one is filled, two are vacant. Total budgeted Librarian I-5.5 positions (4.5 Adult Reference/ 1 Children's Department).**

Requestor Information

Please Print: Michael Koszalka \_\_\_\_\_ Library Director \_\_\_\_\_ Library \_\_\_\_\_

Signature/Date: Michael Koszalka 12 / 15 / 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