



**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 *ry*  
RE: Department Request to Fill Vacant Position  
DATE: June 17, 2014

Attached is Mike Koszalka's request to fill a vacant part-time Librarian I 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.

PMZjfw

cc: Mayor  
HR Dept.  
Mike Koszalka

ADM\CORR\VACPOSREQ PTLibi 090616



RECEIVED

AUG 17 2016

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

CITY OF WEST ALLIS  
CAO

August 17, 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 part-time Librarian I position at the Public Library. The part time budgeted position will become vacant on 8/27/16.

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 I \_\_\_\_\_

Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: \_\_\_\_\_  
\_08\_ / \_27\_ /2016\_

Person Replaced: Emma Cobb \_\_\_\_\_

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 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 every Sunday without incurring overtime (current Sunday rate is double time).**

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. This will allow Sunday coverage at straight time. 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 Assistant Director, the Assistant Reference Supervisor, 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. This will provide efficient, flexible staffing at a lower cost.**

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 be covering the Sunday hours and accruing overtime.**

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 8/17/2016

Attached:  Memorandum  Current Position Description

*on*  
*my*

CLASS TITLE: Librarian I

DEFINITION: Under general supervision; 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, 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, audio visual, etc.); prepares reports on work progress; 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.

MINIMUM QUALIFICATIONS:

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, Microsoft Office Suite (Windows, Word, Excel, Access, Powerpoint, Outlook, Calendaring) etc.; some recent experience utilizing online databases.

Knowledge and Skills: 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 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 establishing and maintaining effective relationships with supervisors, subordinates and the public; 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; 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 organize facts and ideas; good skill in problem analysis and problem-solving; ability to adhere to ethical and legal standards; ability to maintain a high level of professionalism; ability to communicate and work cooperatively and effectively with a diverse population.

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
Never	0

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 November 2014

Approved	_____	_____
	Department Head	Date
Approved	_____	_____
	Employee	Date