



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

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator *RG*
RE: Department Request to Fill Position
DATE: April 13, 2017

Attached is Mike Koszalka's request to fill the full-time Administrative Support Specialist 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 LibClerAsst.041817



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

April 6, 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 the full-time Administrative Support Specialist position at the Public Library. Gail Sopa, the current employee staffing the position, has announced that she will be retiring and her final day of employment is May 31, 2017.

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". The signature is fluid and cursive, with the first and last names being the most prominent.

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: Administrative Support Specialis

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 06 / 01 / 2017

Person Replaced: Gail Sopa

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: 05 / 15 / 2017

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? _____

The position fulfills various and key administrative support tasks at the Library including, but not limited to the following: Reconcile daily cash receipts, prepare and distribute staff schedule, maintain inventory of supplies, assist with PR and website tasks, deposit money into

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

Interruption and degradation of end user services to citizens and patrons of the Library.

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

Timely supply inventory disrupted, scheduling for entire staff interrupted, work orders and requisitions unfulfilled, key support to Library Administration vacated

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

Depending on quality of the individual hired, the vacant Clerical Assistant position may be downgraded to a part-time position

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

Not vacated yet. Retirement announced as last day of work 05/31/2017

How many other similar positions exist in this department? None

Requestor Information

Please Print: Michael Koszalka Library Director Library Department

Signature/Date:  Title 04 / 06 / 2017

Attached: Memorandum Current Position Description

Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	Gail Sopa	Employer Name	City of West Allis – Library
Job Title	Administrative Assistant – Library	Work Location	Library
Department	Administration	Division	
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	
Supervisor Name	Michael Koszalka	Supervisor Title	Director of Library

SECTION 2

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. (*Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year*). To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

	Primary Duties	Frequency	% of Annual Total Time
	Reconcile daily cash receipts from cash drawers, self check machines, copiers, book sales, public printing	Daily	40%
	Prepare vouchers, work orders, requisitions	Weekly	20%
	Prepare and distribute weekly staff schedule, schedule changes	As needed	
	Assist in PR documents	Weekly / As needed	
	Maintain an inventory of supplies and order when low	Weekly	
	Distribute staff memos	As needed	
	Deposit money into different accounts: fines, lost and damaged items, book sales, Friends of the West Allis Library, copiers, Constitution Room fees, etc.	N	
	Maintain circulation cash box	D	
	Send money for damaged/lost items for other libraries through MCFIS	N	
	Prepare reports for Court cases and update information on overdue items that patrons have out	W	

SECTION 3

TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:
 Word, Excel, Copiers, Typewriters, Adding Machines, Telephone Sierra (MCFIS), THE, Jarvis coin machines,

SECTION 4

JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Cash does not balance	Check Sierra fines paid file for items not entered into HTE	Sierra	Director
Requisitions not fulfilled	Contact Purchasing, DPW, Clerk's Office, Human Resources as necessary	HTE, Outlook	Director
Copy machines (public and staff) maintenance	IT Department, Impact Print services	Outlook	Director
Voucher report to Library Board not reconciled or in error	Purchasing, Librarian IV, Librarian III, Librarian II, Director	Word, HTE, Email	Director
Payment for lost and damaged items issues	Check with MCFIS Administration, contact various system public libraries, Librarian IV, Director	Word, Excel, Email	Director

SECTION 5

WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
City Clerk Office	Daily Cash	
Purchasing	Ordering of supplies/renewing subscriptions to various ongoing items	
MCFIS	Sending money for Lost and Damaged items	
Librarian IV	Receives various clerical tasks	
Library Director	Various clerical tasks	

SECTION 6

SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes		No		Provides Input
Screen / Interview Applicants			x		
Hire / Promote Employees			x		
Provide Written/Verbal Warnings			x		
Suspend Employees			x		
Terminate Employees			x		
Prepare Work Schedules For Others			x		
Project Management			x		
Provide Work Direction For Others			x		
Evaluate Performance Of Others			x		
Counsel Employees			x		
Train Employees (As Part Of The Normal Duties Of The Job)			x		
Approve Overtime			x		
Approve Time Off Request For Others			x		
Develop / Implement Policies			x		
Do you directly supervise any employees?					n/a
<i>If yes, please list the number of FTEs and job titles of those employees below:</i>					
			# of FTEs		

SECTION 7

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds		X		
Carrying/Lifting > 40 Pounds	X			
Sitting				X
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending		X		
Pushing / Pulling / Reaching Above Shoulder			X	
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)	X			
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)	X			
Outdoor Weather Conditions	X			
Hazardous Fumes or Odors / Toxic Chemicals	X			
Confined Spaces (as identified by OSHA)	X			
Close Proximity to Moving Machinery / Equipment	X			
Bodily Fluids / Communicable Diseases	X			
Working Alongside Moving Traffic on Roads	X			
Electrical Hazards	X			

SECTION 8

ADDITIONAL EMPLOYEE COMMENTS

Please identify any other information that would help someone else understand your job more clearly:

Order toner cartridges for public printers. Sole clerical support for both the Library Director and Librarian IV positions. Updates Library web site calendar.

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9

SUPERVISOR INFORMATION

Supervisor Name

Michael Koszalka

Supervisor Title

Director

SECTION 10

EDUCATION REQUIRED FOR HIRE

Level of Education (Select one with an "X")	Field(s) of Study
Less than High School Education	n/a
High School Education (or Equivalent)	
One Year Certificate (or Equivalent)	
Associate's Degree (or Equivalent)	X
Bachelor's Degree	
Master's Degree	
Professional Degree (Law, Medicine, etc.)	
PhD w/ Dissertation	
Other:	

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

SECTION 11

TOTAL EXPERIENCE REQUIRED UPON HIRE

No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
			X				

[Place an "X" in the appropriate cells]

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

Associate Degree in administrative support or business administration and five (5) years recent work experience in responsible office support OR an equivalent combination of recent training and work experience which would provide the appropriate background to perform

the duties; general knowledge of library operations and staffing.

SECTION 12		CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?	

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

SECTION 13	SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS
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In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition
	This individual supplies a considerable amount of clerical/administrative support to both the Library Director and Librarian IV positions. She is often the first contact that the public has with Library Administration, and as such her customer service skills must be commendable. She often interacts with Library staff and other City department personnel regarding a variety of purchasing, document, requisitions, reports, memoranda, and other subjects.

TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE

SECTION 14

SUPERVISOR INFORMATION

Administrative Designee Name

Administrative Designee Title

SECTION 15

ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition

CLASS TITLE: Administrative Services Assistant - Library

DEFINITION: Under general direction, performs work of considerable difficulty in providing administrative/confidential secretarial support for the Library Administrative Services Division; performs other work as assigned.

EXAMPLE OF DUTIES: Prepares and distributes staff schedules; prepares and distributes agendas, notices, and related supplementary materials to various meeting groups; assists in budget preparation and administration; assists in the production of PR documents (flyers, bookmarks, newsletters, etc.); interprets Library and/or City policies/procedures for Library staff; assists in the development, preparation and dissemination of policies and procedures; answers questions from the public or other agencies relating to the Library's operations and policies with some authority to make commitments with respect to taking action.

Reviews and answers correspondence; researches, compiles, updates and distributes a variety of reports, forms, etc.; prepares requisitions, vouchers, work orders, and money deposits; maintains administrative records and files; processes records for department payroll; coordinates office services and may supervise and train subordinate personnel; maintains an inventory of supplies, materials and equipment; operates modern office equipment; assists in the preparation of the departmental annual report; completes special projects as assigned; acts as confidential secretary for the Library Administrative Services Division.

MINIMUM QUALIFICATIONS

Training and Experience: Associate Degree in administrative support or business administration and five (5) years recent work experience in responsible office support OR an equivalent combination of recent training and work experience which would provide the appropriate background to perform the "duties" stated above; general knowledge of library operations and staffing.

Proficient in the use of office computers including Microsoft Office Suite (Windows, Word, Excel, Outlook and Calendaring). Knowledge of HTE, PowerPoint, Microsoft Publisher, and Print Shop desirable.

Knowledge and Skills: Ability to establish and maintain effective working relationships with supervisors, subordinates and the public; considerable skill in providing a full range of secretarial services including use of discretionary judgment in dispensing information; ability to manage multiple priorities; considerable skill in composing letters or memoranda, preparing reports and establishing and maintaining records and files; considerable skill to work independently without specific instructions; considerable skill in communicating clearly and concisely, verbally and in writing. Comprehensive knowledge of spelling, grammar, punctuation, arithmetic, business letter writing and forms; considerable knowledge of modern office practices, procedures, and bookkeeping principles; proficient in the use of office computers, including Microsoft

Administrative Services Assistant
Page 2

Office Suite, and other modern office equipment; comprehensive knowledge of letter procedures, forms, terminology and writing; considerable skill in recording and transcribing information; some knowledge of Library operations; considerable skill in maintaining various office records, accounts, and files.

CITY OF WEST ALLIS

May 2008

Approved _____
Department Head

Date

Approved _____
Employee

Date