

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 Position

DATE:

March 15, 2017

Attached is Mike Koszalka's request to fill the full-time position of Clerical Assistant 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.032117





RECEIVED

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

MAR 1 3 2017

March 13, 2017

CITY OF WEST ALLIS

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 Clerical Assistant position at the Public Library. This full-time budgeted position was part of a reorganization process within the Library Administration Department, and will result in efficiencies.

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

Thank you for your consideration.

Sincerely,

Michael Koszalka Library Director

Children's ......302-8502

(Revised 6/15)



# 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.

ACCEPTAGE OF THE PROPERTY OF T		
Department/Division: Library	Position Title: Clerical Assistant	
Reason for Request: New Position OR Replacement	t to Staff - Date of Vacancy://20	
	aced:	
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: 04 / 17 /20 17		
Is the position required for fiduciary, legal or compliance required	uirements? No Yes. describe:	
NA/by is it processes that this position ha filled? NA/bot approxi	and peode does this position fulfill?	
Why is it necessary that this position be filled? What operation assists with the many and varied clerical tasks in the Library A		
the position will assist with clerical and related tasks in other Library depart	ments.	
What will be the impacts on service functions to the public if	AND CONTROL OF THE PROPERTY OF	
If the position is not filled clerical tasks will be delayed in being completed. ordering materials which would directly impact the public regarding efficience.	cy in processing materials as well as public programming.	
What will be the impacts on service to city staff if the position	is not filled?	
The position assists with payroll, record keeping and ordering staff supplies	Not filling the position would negatively impact staff.	
What reorganization possibilities have been considered, suc	h as elimination of the position or combining	
duties with other existing positions? (If none, provide rationale.)		
This position was actually created by a reorganization in the department. The clerical assistant position replaces the previous title  Assistant Supervisor of Circulation and Library Administration Services. The new position will have a (proposed) hourly salary range of		
How has this vacancy/need been covered so far?		
The Administrative Services Assistant (Library) has been completing virtually all of the clerical tasks.		
- N		
How many other similar positions exist in this department? N	o other positions exist.	
Requestor Inform	nation	
Please Print: Michael Koszalka Dire	ctor Library	
Manual Name	Title Department	
Signature/Date: Michigan Michia Michigan Michigan Michigan Michigan Michigan Michigan Michiga	03 /13 /2017	
Attached: Managed Desition Beauty	- A	
Attached:  Memorandum  Current Position Descripti	on	

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### CLERICAL ASSISTANT

JOB SUMMARY: This is specialized clerical work in the maintenance, preparation and processing of various records and documents. The position at times can be called upon to assist with various duties in other Library departments.

NATURE OF THE WORK: An employee in this classification is responsible for the performance of specialized clerical and/or bookkeeping tasks of moderate difficulty involving the preparation, processing and maintenance of various forms, records and documents. Although typing/keyboarding is generally required its relative importance may be limited in comparison to the clerical and/or bookkeeping responsibilities for this classification. Specific work performed can vary considerably among those classified as clerk to include work with figures, the operation of simple office machines and contacts with the public as well as within other departments. Advice is given the employee on unusually difficult or important matters or radical departures from former policy. Work assignments are generally performed without immediate supervision, although the work is subject to review by another step in the clerical process or through spot check and reading of material requiring signature. Although rare, some positions within this classification must be available and willing to work evenings, weekends, holidays and sometimes long and odd hours when emergency situations require such duties.

**DUTIES**: Typical duties include: furnishes information via the telephone or in person regarding bills, fees, assessments, taxes, services or other departmental policies and regulations in accordance with established procedures; types accounting and financial statements, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other materials; operates various modern office equipment and applicable software programs; makes moderately complex tabulations and calculations; prepares vouchers for payment; posts proper costs to proper accounts for cost factoring; reviews accounts, reports and other documents for completeness, accuracy, and conformity with established procedures; assembles a variety of data from office records for incorporation in various reports; makes postings, and summarizes routine books or records; cross indexes and files forms, documents, reports, and correspondence; searches and locates file materials; may keep departmental time and attendance records; processes requisitions, orders and receives supplies; may be called upon to take minutes of meetings; operates mailing equipment and maintains postage records for the department; may be assigned to assist with clerical related duties in other Library departments; when directed to do so may act as liaison between the Library and other City departments; 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; and performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Ability to make computations quickly and accurately; competent in the operation of office computers/software, including working skill with database programs; ability to establish and maintain effective working relationships a diverse population of people with varied academic, cultural, and socio-economic backgrounds using tact, diplomacy and courtesy, including, but not limited to, supervisors, employees and the public; ability to understand and follow verbal and written instructions; good knowledge of grammar, punctuation, spelling and arithmetic; good knowledge of modern office practices and procedures; skill in the use of modern office equipment; ability to maintain complex clerical records and to prepare reports for such records; ability to promote innovation, operational excellence and continuous improvement; possess the emotional intelligence to effectively perform the duties of the position.

### MINIMUM REQUIREMENTS:

High school graduate/equivalent, preferably in a commercial course.

One year of recent paid business office work experience, preferably varied in nature.

Competent in the use of an office computers/software including, but not limited to. Microsoft Office Applications (Windows, Word, Outlook, Excel, and Calendaring), and other modern office equipment.

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

Ability to type/keyboard on a computer at a reasonable rate of speed in accordance with the special needs of the department to which assigned.

Physical Job Demands: Possess the physical capacity to perform the duties of the position including. but not limited to, the following: frequent sitting, walking and standing; occasional lifting/carrying up to 50 lbs.; frequent stretching/reaching of arms; frequent arching of neck; occasional physical exertion moving, pulling, or pushing objects or materials up to 50 lbs.; and the ability to continuously bend. kneel, twist, stoop, squat, etc.

#### Reference Chart:

### **ACTIVITY FREQUENCIES**

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Continuous	67 – 100% of workday	
Frequent	34 – 66% of workday	
Occasionally	1 - 33% of workday	
Never	0	

Ability to withstand exposure to variable odors, cleaning products and dust.

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 th

throughout the duration of my employment. CITY OF WEST ALLIS	С	reated March, 2017
Approved _	Department Head	 Date