

# LIBRARIAN I and II

Recruitment #1610-2607DC-003

**List Type** Original

**Requesting Department** LIBRARY

**Open Date** 10/21/2016

**Filing Deadline** 11/11/2016 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## INTRODUCTION

### What Milwaukee can offer YOU

Introduction Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The Milwaukee Public Library offers a dynamic, innovative work environment where each employee contributes to making the Library the best Third Place possible – Inspiration starts here, we help people read, learn and connect! City employment offers substantial benefits, including a top rated pension plan, health and dental benefits with employee contributions that have remained virtually flat for the last three years, paid time off including vacation, 11 holidays and sick leave accrual, long term disability, 457 deferred compensation plan, group life insurance and more!

## PURPOSE

**Librarians help open a world of materials, services and programs, and serve as liaisons to community partners.**

**Key responsibilities:**

### *Librarian I*

- Performs basic bibliographic, reference, readers' advisory and programming work.
- Participates in a full range of librarian activities including reference service, community service, outreach, programming, basic collection development, readers' advisory service and a variety of related tasks.
- Emphasis is placed upon developing a comprehensive background in all phases of librarianship throughout the library system and will include children's, young adult, and/or adult services.

## ***Librarian I and II (Milwaukee Public Library)***

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### **Librarian II**

- Performs some of the same functions as a Librarian I but also assumes higher level responsibilities.
- In addition to the above duties, assists in training and supervising Librarians I and other subordinate employees and develops ways to extend the services of the Library to the community through programs, information gathering, and knowledge of community needs.

*A promotional program exists that provides qualified individuals with an opportunity to continue their development by assuming higher level responsibilities commensurate with their abilities and the needs of the system.*

*These positions will be filled at the level of Librarian I or Librarian II, depending upon the qualifications of the candidate and the needs of the Milwaukee Public Library. Successful candidates will be placed on the highest level eligible list for which they qualify.*

### **ESSENTIAL FUNCTIONS**

- Provide reference services: search standard reference materials, including online sources and the Internet, to answer patrons' reference questions. Refer patrons to community resources.
- Analyze patrons' requests to determine needed information, and assist in furnishing or locating that information.
- Locate library materials for patrons, including books, periodicals, and other types of media.
- Provide readers' advisory services: locate unusual or unique information in response to specific requests. Teach library patrons to search for information using databases.
- Explain use of library facilities, resources, equipment, and services, and provide information about library policies.
- Develop the Library's collection: review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.
- Promote library services through outreach to schools, community organizations and individuals.
- Develop special programs appealing to people of various age groups, cultures, and interests to inform, educate, and entertain them.
- Participate in periodic staff meetings to stay abreast of Library happenings.
- Stay current in the field of library science by attending professional development workshops, independent reading, etc.
- Assist patrons with basic computer applications and usage.
- Maintain security of library facilities, equipment and people.
- As assigned, act as librarian-in-charge of a branch library with overall responsibility of the branch's operations, including staff, performance, customer service, security, etc.
- As assigned, participate in maintaining the library's presence on social media platforms.

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*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **CONDITIONS OF EMPLOYMENT**

Must work day, evening, and weekend hours as assigned.

### **MINIMUM REQUIREMENTS**

#### **Librarian I:**

- Master's Degree in Library and Information Studies or equivalent.

NOTE: Applicants having current academic status as graduate students in such schools will be allowed to participate in this examination if they possess at least 24 credits in the MLIS program. Candidates may not be appointed to this level until they show proof of graduation to DER. Appointment to a lower position is possible based on qualifications and experience.

#### **Librarian II:**

- Master's Degree in Library and Information Studies or equivalent.
- Two years of successful post MLS librarian experience in a public library.

#### **Librarian I and II:**

- Transcripts are required.

*IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application (student copies are acceptable). Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of library science, including a thorough understanding of the reference interview, public relations and marketing techniques, library programming, collection development, library media learning principles, and instructional methods.
- Knowledge of modern library organization, procedures, policies, mission, goals and services.
- Customer service skills including a strong desire to serve the public.
- Interpersonal skills to work effectively and respectfully with diverse library users of various age groups, cultural backgrounds, and educational and literacy levels and to interpret and satisfy their reading and informational needs.

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- Skill in using a networked personal computer and the Microsoft Office software suite.
- Ability to organize work to accomplish multiple priorities.
- Ability to communicate clearly and effectively, in person, by phone and in writing.
- Ability to function effectively when working independently.
- Ability to oversee the work of others.
- Ability to use an online library catalog, electronic databases, the Internet, microform, and other indexes, bibliographies, and reference tools.
- Ability to learn new information quickly, conduct research, and solve problems.
- Professional demeanor.
- Willingness to assume additional duties as needed to carry out the mission of the library, such as participating in media programs, speaking before groups, and conducting formal library programs.

### **CURRENT SALARY**

**Librarian I (2AN):** The starting salary is \$40,957 annually for City of Milwaukee residents and for non-residents \$39,952 annually. Appointment up to \$43,573 for City of Milwaukee residents and \$42,488 for non-residents is possible based on qualifications and experience.

**Librarian II (2CN):** The starting salary is \$46,347 annually for City of Milwaukee residents and for non-resident \$45,210 annually. Appointment up to \$49,447 for residents and \$48,234 for non-residents is possible based on qualifications and experience.

### **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **November 11, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.