

LIBRARIAN ASSOCIATE

Recruitment #1802-2605-001

List Type	Original
Requesting Department	LIBRARY
Open Date	8/15/2018 10:00:00 AM
Filing Deadline	9/12/2018 11:59:00 PM
HR Analyst	Marti Cargile

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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 (MPL) 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!

PURPOSE

Under the direct supervision of a librarian unit supervisor in the Central Library or an MPL Branch, the Librarian Associate performs basic bibliographic, reference, readers' advisory, and program work. The Librarian Associate gains practical experience working in a public library while independently earning a master's degree in library and information studies.

The Librarian Associate position offers a promotional path to a rewarding library career within MPL! Based on the needs of the library and other factors, upon completion of the MLIS and successful performance in the role, a Librarian Associate may be promoted to Librarian I.

ESSENTIAL FUNCTIONS

- Provide reference and readers' advisory services to adults, young adults, and children in the selection and location of print and non-print information and materials.
- Provide assistance and technical support to the public in the use of self-service resources, including the online catalog, electronic databases, the Internet, e-commerce, software applications, online registration, printers, fax machines, and photocopiers, as well as microform and other indexes, bibliographies, reference tools, checkout, and holds-pickup.
- Assist librarians with collection development and hands-on maintenance of materials.
- Provide program support for librarian staff, including planning, scheduling, and delivery of programs; assist in developing and implementing programs that engage individuals and groups.
- Represent the library through community outreach opportunities, and alert library users to community organizations and functions as appropriate.
- Perform various administrative tasks, including preparing bibliographies, maintaining files, tracking statistical information, and replenishing materials for public distribution.
- Provide emergency assistance at locations throughout the system, and serve on library committees.

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

- Full-time position; must be willing and able to work flexible schedules that include days, evenings and weekends. *The Library will make every effort to work around an Associate's school schedule, although such accommodations cannot be guaranteed.*
- Must be physically able to stand and walk at length; to stoop, kneel, and reach; and to move and lift up to 10 pounds frequently and exert up to 50 pounds of force occasionally.

MINIMUM REQUIREMENTS

1. A bachelor's degree from an accredited college or university.
2. Current enrollment (or acceptance for enrollment) in a graduate library school accredited by the American Library Association (ALA). *Only individuals*

working towards a graduate degree in library science are eligible for this position. See the important note below.

3. A Librarian Associate may serve in the title for a maximum of five years from the appointment date while completing the Master of Library and Information Science (MLIS) degree and must verify enrollment each semester.

IMPORTANT NOTE: Undergraduate college transcripts AND proof of enrollment (or acceptance for enrollment) in a graduate library school accredited by the ALA are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Familiarity with library science, including an understanding of the reference interview, library programming, and collection development.
- Knowledge of the principles and processes of providing excellent customer service and a strong desire to serve the public.
- Ability to read and interpret a wide variety of job-related documents.
- Written communication skills to be able to write reports, procedures, and correspondence.
- Skill in using a computer and other reference tools to search for information, such as an online catalog, electronic databases, the Internet, microform and other indexes, and bibliographies; skill in using word processing, spreadsheet, and presentation software.
- Oral communication and training skills to be able to clearly explain information to patrons and library staff, both face-to-face and via telephone.
- Presentation and community outreach skills to be able to represent the library positively.
- Interpersonal skills to work effectively, cooperatively, and fairly with multi-level staff and patrons from all socioeconomic, educational, literacy, and cultural backgrounds.
- Ability to work effectively both independently and as part of a team.
- Organizational and record-keeping skills as well as the ability to manage multiple priorities.
- Analytical, problem-solving, and decision-making skills as well as sound judgment.
- Ability to maintain patron confidentiality, responsible stewardship of library resources, honesty, integrity, and professionalism.

CURRENT SALARY

The current salary range (Pay Range 2BN) for City of Milwaukee residents is \$40,419-\$52,391 annually, and the non-resident salary range is \$39,427-\$51,106. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

As noted below, the City of Milwaukee offers a generous tuition reimbursement benefit; general City employees are eligible for \$1,200 per calendar year for tuition, required textbooks, and membership dues.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/der/Benefits-2018#.WgYyqE2ovAA>.

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 and the Milwaukee Public Library reserve 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 **Wednesday, September 12, 2018**. 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.

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO Code 204

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.