

LIBRARIAN I and LIBRARIAN II

Recruitment #1804-2607dc-001

List Type	Original-Continuing
Open Date	5/1/2018 6:00:00 PM
Filing Deadline	Continuous
HR Analyst	Marti Cargile

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 direction of the Librarians in charge of various MPL work units or their designees, Librarian Is and IIs help open a world of materials, services, and programs to patrons, as well as serve as liaisons to community partners.

LIBRARIAN I: Librarian Is perform basic bibliographic, reference, readers' advisory, and programming work as well as participate in a full range of librarian activities, including reference service, community service, outreach, programming, basic collection development, and readers' advisory service. Emphasis is placed upon developing a comprehensive background in all phases of librarianship throughout the library system and includes children's, young adult, and/or adult services.

LIBRARIAN II: Librarian IIs perform some of the same functions as a Librarian I, but also assume higher level responsibilities, such as assisting in training and supervising Librarians Is and other subordinate employees and developing 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 opportunities to continue their development by assuming higher level responsibilities commensurate with their abilities and the needs of the system.*
- *This position will be filled at the level of **Librarian I** (PR 2DN) or **Librarian II** (PR 2EN), depending upon the qualifications of the candidate and the needs of MPL. Eligible candidates who successfully complete the selection process will be placed on the highest level eligible list for which they qualify. The eligible lists resulting from this selection process may be used to fill similar City of Milwaukee positions.*

ESSENTIAL FUNCTIONS

- Provide reference services for adults, young adults, and children using professional knowledge; 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.
- Develop special programs appealing to people of various age groups, cultures, and interests to inform, educate, and entertain them.
- Promote library services through outreach to schools, community organizations, and individuals.
- 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, and security.
- As assigned, participate in maintaining the library's presence on social media platforms.
- Actively promote the library's vision, mission, and goals by participating in staff meetings and serving on committees.
- Stay current with the latest news and advances in library and information science through workshops and reading.

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

Librarian Is and IIs must be willing and able to do the following:

- Work day, evening, and weekend hours as assigned.
- Lift and move items weighing up to 20 pounds; push and pull wheeled conveyances weighing up to 100 pounds.

MINIMUM REQUIREMENTS

Librarian I:

1. Master's degree in library and information studies or equivalent from an ALA-accredited program.

NOTE: An applicant having current academic status as a graduate student in an ALA-accredited program will be allowed to participate in this examination if he or she possesses at least 24 credits in the MLIS program. A candidate may not be appointed to this level until proof of graduation is shown to the Department of Employee Relations. Appointment to a lower position is possible based on qualifications and experience.

Librarian II:

1. Master's degree in library and information studies or equivalent from an ALA-accredited program.
2. Two years of successful post-MLS librarian experience in a public library.

IMPORTANT NOTE: Graduate school transcripts are required and must be received in a timely manner to be invited to participate in the next scheduled test administration. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and may 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

- 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.
- Ability to learn the fundamentals of library materials acquisition, budget management, and grant processes.
- Customer service skills, including a strong desire to serve the public.
- Interpersonal skills to work effectively and respectfully with diverse coworkers and library users of various ages; cultural, educational, and economic backgrounds; and literacy levels.
- Ability to read and interpret a wide array of materials, from printed books and periodicals to electronic resources.
- Ability to interpret and satisfy various reading and informational needs.
- Written communication skills to be able to prepare correspondence, reports, book reviews, and marketing materials.
- Oral communication and presentation skills in order to impart information, perform outreach, participate in media programs, and conduct formal programs to carry out the mission of the library.
- Skill in using online library catalogs, electronic databases, the Internet, microform, indexes, bibliographies, and reference tools.
- Skill in using word processing, spreadsheet, presentation, and personal information management applications.
- Ability to learn to use and troubleshoot library equipment such as self-checkout stations, automated book sorters, cash registers, audiovisual equipment, and security systems.
- Ability to plan, organize, and manage multiple tasks as well as to adjust to changing priorities to meet deadlines.

- Ability to function effectively when working independently.
- Ability to oversee the work of others engaged in daily library operations.
- Critical thinking skills: analytical and problem-solving skills as well as decision-making ability and sound judgment.
- Ability to learn new information quickly and conduct research.
- Ability to exemplify professionalism, honesty, integrity, and proper stewardship of library resources.

CURRENT SALARY

Librarian I (2DN): The current salary range for City of Milwaukee residents is \$45,900-\$59,498 annually, and the non-resident salary range is \$44,774-\$58,038 annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

Librarian II (2EN): The current salary range for City of Milwaukee residents is \$48,930-\$63,426 annually, and the non-resident salary range is \$47,730-\$61,870 annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

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/Benefits2018>.

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 examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

This is a continuous recruitment. Applications will be accepted and the examination process will be held during **2018** as often as required to meet the needs of the City. Qualified applicants will be notified by email 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. The names of successful candidates will be placed on the eligible list in a rank determined by the final score without reference to the date of the examination. Candidates may take an examination for this position only once every six months.

ADDITIONAL INFORMATION

APPLICATION PROCEDURE:

- Applications can be accessed by visiting www.jobaps.com/MIL.
- 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 in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO Code 209

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