

MANAGEMENT LIBRARIAN

Recruitment #2007-4786-001

Speciality	CATALOGING & METADATA #001 / YOUTH SERVICES #002
List Type	Original
Requesting Department	LIBRARY
Open Date	11/5/2020 09:00:00 AM
Filing Deadline	11/30/2020 11:59:00 PM
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 City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

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

*The Milwaukee Public Library currently has two vacancies for Management Librarian: **Management Librarian-Cataloging & Metadata** and **Management Librarian-Youth Services**. Applicants may apply for one or both of these positions, as two distinct eligible lists will be produced from this Civil Service selection process. Eligible Lists may also be used to fill similar vacancies. Both roles serve in a leadership capacity. Management Librarians are considered essential staff during the current public health emergency.*

- The **Management Librarian-Cataloging & Metadata** directs technical services concerned with providing description and online access to library collections in all formats. The incumbent supervises cataloging and database management staff, including original and copy cataloging activities and database maintenance for the county shared library catalog. The Management Librarian in this role also manages the MPL cataloging contract with the Milwaukee County Federated Library System (MCFLS) and provides technical leadership for the development of digitized collections.
- The **Management Librarian-Youth Services** serves as manager for the Central Library Children's Room (CLCR) and assists with the development and implementation of library services for youth from birth through age 18. The incumbent is directly responsible for supervising daily operations of the CLCR, providing leadership to ensure the provision of excellent customer service, programming, and selection and maintenance of MPL's children's and young adult collections.

ESSENTIAL FUNCTIONS

MANAGEMENT LIBRARIAN-CATALOGING & METADATA – ESSENTIAL FUNCTIONS

Supervision of Cataloging and Database Management Staff:

- Provide direct supervision of librarians in the Original Cataloging Unit as well as a supervisory library technician who serves in the Copy Cataloging and Database Management Unit.
- Provide policy direction for and indirect supervision of library technicians assigned to both units.
- Analyze methods and implement new procedures to expedite activities related to the cataloging and database management of library materials.
- Participate in vendor management with suppliers of bibliographic support materials and services.
- Provide broad information to library staff on cataloging and database management issues and practices.
- Routinely communicate policies and procedures to staff and internal customers.

Development of Digital Collections and Metadata:

- Maintain ongoing awareness of the development of digital library collections and related policies, both locally and at the State and National level.
- Maintain knowledge of national metadata standards and schema and apply to local digitization projects.
- In cooperation with other staff and managers, create the infrastructure for image creation, storage, retrieval, metadata description, and presentation of digital materials in locally developed collections.

Management of MPL Cataloging Contract with the Milwaukee County Federated Library System (MCFLS):

- Recommend, disseminate, and implement new and modified procedures for improvements in cataloging and database management functions to MCFLS staff.
- Monitor performance and productivity statistics for infrequent contract work, and work with MPL cataloging staff on needed improvements.
- Review reports of cataloging and authority control activity to ensure that quantity and timeliness guidelines are met.
- Provide interpretation of cataloging and authority control policies to MPL staff and managers and in MCFLS member libraries.
- Monitor trends in cataloging, authority control, and electronic record loading. Recommend procedural adjustments to meet changing technology and standard practices.
- Keep the Associate Director of IT, Technical Services and Collections apprised of activities and progress.

MANAGEMENT LIBRARIAN-YOUTH SERVICES – ESSENTIAL FUNCTIONS

Operational Oversight and Performance Management:

- Supervise daily operations of the Central Library Children's Room (CLCR), including assigning duties, coordinating staff scheduling, and evaluating performance for CLCR librarians and assistants.
- Carry out departmental priorities and goals as set forth by the Librarian V-Youth Services Coordinator.

- Model a high level of customer service, and train and coach staff to provide exceptional service, implement efficiencies, and engage in continuous learning.
- Plan and conduct regular meetings.
- Provide direct public service to adults, young adults, and children on a contingency basis.

Collection Development and Project Management:

- Plan and coordinate young adult services for the system in consultation with the Librarian V-Youth Services Coordinator and the Teen Education Outreach Specialist.
- Assist with the development of mission-driven programs for youth, young adults and their caregivers.
- Serve as project manager and administer CLCR in-house programs and assist in the planning and implementation of the annual summer reading program.
- Collaborate with other administrative staff members to generate ideas for increasing teen use of the library.
- Provide direction and support to the system and subject selectors in the selection and maintenance of the children's and young adult collections.
- Coordinate and advise staff regarding programs such as story times, school age programs, teen advisory boards, teen summer reading, teen read week, school and class visits, and radio and television programming.
- Coordinate staff planning committees related to young adult services.
- Serve as a library liaison to community leaders, adults, and organizations serving youth.
- Help coordinate logistics for CLCR facilities projects to ensure continuity of operations.
- Assist with grants and special projects, including writing and evaluating grant funded projects.
- Keep the Librarian V-Youth Services Coordinator apprised of activities and progress.

BOTH POSITIONS: ESSENTIAL FUNCTIONS

- Participate in staff recruitment and selection, transfer, and promotion.
- Serve as auxiliary Librarian-in-Charge of the Central Library as scheduled.
- Follow and enforce safe work procedures and accident prevention practices.
- Actively seek to assist the library in promoting its diversity and inclusion commitment.
- Participate in systemwide teams and committees and assist in implementation of long-range strategies.
- Gather information on best practices from other libraries; prepare and present narrative and statistical studies, studies of use, reports and plans; and handle correspondence.
- Keep abreast of library literature and contribute to the growth and development of the library by participating in conferences, professional associations, and community affairs; correlate these activities to serve the goals of the library.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

- May need to work beyond standard business hours on occasion.
- This position entails standing, walking, climbing stepstools, crouching, and reaching.

- This position requires the ability to lift and move items weighing up to 20 pounds frequently and up to 50 pounds occasionally, as well as push and pull items weighing up to 100 lbs. with assistance.

MINIMUM REQUIREMENTS

1. **Master's degree in library science or library information science from an American Library Association (ALA)-accredited library school.**
2. **Five years of progressively responsible professional librarian experience, including performing complex bibliographic, reference, and readers' advisory work.**

IMPORTANT NOTE: Graduate school transcripts are required and must be received by the application period closing date. (Undergraduate transcripts are optional but accepted.) Transcripts should be attached to your online application. Applications without graduate school transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your college/university name, your name, the degree completed, and the date completed.

DESIRABLE QUALIFICATIONS

MANAGEMENT LIBRARIAN-CATALOGING & METADATA – DESIRABLE QUALIFICATIONS:

- Experience in a library technical services department in a large public library.
- Experience working with databases, metadata, or digitization projects.

MANAGEMENT LIBRARIAN-YOUTH SERVICES – DESIRABLE QUALIFICATIONS:

- Experience working with children and young adults.

BOTH POSITIONS – DESIRABLE QUALIFICATIONS:

- Supervisory experience.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

BOTH POSITIONS – KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern library organization, procedures, policies, mission, goals, services, and trends, particularly as they relate to public library systems.
- Knowledge of technical reference procedures and interlibrary cooperation.
- Ability to learn the workings of the MPL system, including its policies, functions, relationships, and resources.
- Ability to read and interpret a wide variety of job-related documents; broad knowledge of subject disciplines and wide-ranging reading interests.
- Knowledge of computers, online catalogs, databases, networks, and their applications for library use; proficiency using word processing, spreadsheet, and database software.
- Ability to learn City policies and procedures related to budgeting, purchasing, and vendor management.
- Knowledge of customer service best practices and the ability to incorporate them into operations.

- Ability to work effectively with diverse library users of various age levels to interpret their reading and informational needs.
- Analytical, problem-solving, and decision-making skills, as well as sound judgment.
- Supervisory skills to be able to effectively supervise and train staff to build successful teams.
- Interpersonal skills to work effectively with multilevel, multicultural managers and staff systemwide, elected officials, board members, other City employees, vendors, other agencies, and the public.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.
- Oral communication skills to be able to share information in a clear and concise manner.
- Presentation skills in order to address various audiences, both formal and informal.
- Written communications skills to be able to write clear reports, correspondence, policies, procedures, and articles.
- Skill in performing detailed, independent work with a high degree of accuracy.
- Organizational skills and the ability to manage multiple priorities and meet frequent deadlines.
- Ability to effectively and positively represent the library, consistent with MPL's vision, mission, and strategic plan.
- Honesty, integrity, and responsible stewardship of City resources.

MANAGEMENT LIBRARIAN-CATALOGING & METADATA – Additional Knowledge, Skills, & Abilities

- Knowledge of current trends in cataloging rules, standards, and activities, especially in the application of automated systems.
- Familiarity with integrated library systems, databases, and metadata schema such as MARC standards, Text Encoding Initiative (TEI), Dublin Core™ Metadata Initiative (DC), and others preferred.

MANAGEMENT LIBRARIAN-YOUTH SERVICES – Additional Knowledge, Skills, & Abilities

- Knowledge of children's literature and library services to youth, an understanding of the developmental stages of children and teens, and a commitment to serving youth.

CURRENT SALARY

The current salary range (1EX) is \$58,462-\$81,844 annually, and the resident incentive salary range for City of Milwaukee residents is \$60,216-\$84,300 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/Benefits>.

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 **Friday, November 30, 2020**. 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 102

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