

MANAGEMENT LIBRARIAN

Recruitment #1811-4786-002

List Type	Original
Requesting Department	LIBRARY
Open Date	12/17/2018 10:15:00 AM
Filing Deadline	1/11/2019 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 direction of the Assistant Library Director-IT, Technical Services, and Collections, the Management Librarian directs technical processes related to collection development and maintenance of system-wide library materials; supports all aspects of materials handling, including the purchase of books, media, serials, and other library materials for the Milwaukee Public Library (MPL); and provides supervision to the Acquisitions and Serials staff.

ESSENTIAL FUNCTIONS

Supervision and Leadership:

- Directly and indirectly manage staff engaged in collection development, acquisitions and serials, and budgeting, which includes scheduling, assigning, and directing work; conducting performance appraisals; providing training, guidance and feedback; recommending disciplinary action; and interviewing and hiring staff. Actively seek to ensure that MPL meets its affirmative action responsibilities. Enforce safe work practices.
- Work closely with the Management Librarian-Cataloging and Database Maintenance to maintain flexible processing routines for both departments.
- Manage the Librarian System Selectors for Branch and Central popular materials.
- Provide leadership in workflow analysis and procedural implementation to optimize the use of automated systems used in collection development, selection, and acquisitions and collection maintenance.
- Serve as Librarian-in-Charge at Central Library as scheduled.
- Participate in system-wide teams and committees, and assist in the implementation of long-range strategies.

Collection Development:

- Supervise, coordinate, and review the selection of new and replacement library materials acquired via direct and automatic order programs.
- Consult with staff and managers to develop and implement effective and efficient selection processes.
- Use electronic collection development and maintenance software system-wide.
- Monitor demand for advance and standard reserve titles, and expedite the fulfillment of requests.
- Train new selection staff in ordering processes, and provide feedback to managers of selector-librarians.
- Maintain awareness of the library's collection strengths and weaknesses, and advise staff on the library's collection development goals and priorities.
- Maintain and support awareness of current MPL Collection Management plan.
- Maintain awareness of new collection development resources available from library materials vendors; use vendor resources and services to support and supplement in-house selection activities.

Acquisitions and Serials:

- Oversee Acquisitions and Serials, from establishing policies to supervising staff.
- Maintain working relations with library materials vendors. Develop bid specifications. Evaluate materials supply vendors for contract services on a

regular cycle. Advise Acquisitions and Serials staff on order sources. Provide information to selection staff on acquisitions issues and vendor business practices.

- Analyze methods used; ensure the efficiency of the ordering, receipt, payment, and forwarding of library materials.

Materials Fund Control:

- Supervise the budgeting and expenditure of funds for library materials from multiple funding sources.
- Create fund codes for the library's automated acquisitions system; enter and adjust fund allocations for materials.
- Monitor and control materials expenditures. Produce reports for administrators and selection staff. Liaise with accounting staff to ensure timely and accurate accounting and payment processing.
- Interpret acquisitions and budget policies for managers; advise managers regarding expenditures; and work with staff to resolve problems.
- Monitor publishing trends and community demand; recommend adjustments to fund allocations accordingly.

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

- The Management Librarian must be able to work some evening and weekend hours, including working beyond standard business hours on occasion.
- This position entails climbing stepstools, crouching, and reaching, in addition to lifting and moving items weighing up to 50 pounds occasionally and up to 100 lbs. with assistance.

MINIMUM REQUIREMENTS

1. Master's degree in library science or library information science from an ALA-accredited library school.
2. Five years of progressively-responsible professional librarian experience, including one year at the Librarian III or comparable level (*including performing complex bibliographic, reference, and readers' advisory work*).

IMPORTANT NOTE: *College transcripts 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. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Experience in a library technical services department in a large public library.
- Supervisory experience.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of modern library organization, procedures, policies, mission, goals, services, and trends.
- Ability to read and interpret a wide variety of job-related documents; broad knowledge of subject disciplines and wide-ranging reading interests.
- Knowledge of current trends and automated systems used in acquisitions, serials, and collection maintenance.
- Knowledge of computers, online catalogs, databases, networks, and their applications for library use.
- Ability to learn the multifaceted workings of Technical Services and the MPL system, including policies, functions, and relationships.
- Ability to learn City ordinances, regulations, and procedures governing expenditures, budgeting, and accounting to be able to oversee acquisitions of library materials from multiple funding sources.
- Ability to learn current publishing trends and the business practices of library materials vendors.
- Knowledge of customer service best practices and the ability to incorporate them into operations.
- Knowledge of systems analysis processes; ability to develop feasible solutions to problems; and ability to use sound judgment to make decisions on a daily basis.
- 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 system-wide, elected officials, board members, other City employees, vendors, and the public.
- Oral communication and presentation skills in order to share information and deliver briefings for various audiences.
- 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.

CURRENT SALARY

The current salary range (Pay Range 1EX) for City of Milwaukee residents is \$58,462-\$81,844 annually, and the non-resident salary range is \$57,028-\$79,836. *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/Benefits2019>.

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 **Friday, January 11, 2019**. 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.