

MANAGEMENT LIBRARIAN

Recruitment #1701-4786-001

List Type	Original
Requesting Department	LIBRARY
Open Date	3/20/2017
Filing Deadline	4/10/2017 11:59:00 PM
HR Analyst	Emily Keeley

INTRODUCTION

Are you a highly specialized library professional seeking a new opportunity to make the most out of your career? Then this is an opportunity you won't want to miss! There are currently two Management Librarian openings for dedicated, innovative and highly skilled professionals in the youth services and special collections departments with the Milwaukee Public Library (MPL). Join MPL in its mission to inspire the citizens of Milwaukee to "read, learn and connect!"

The Milwaukee Public Library has two vacancies for Management Librarian. The list created from this examination will be used to fill both vacancies.

PURPOSE

The Management Librarian of the Central Library Children's Room serves as assistant manager for the Youth Services Department and provides leadership to the Central Library Children's Room staff to ensure excellent customer service, programming, material selection and collection maintenance. The incumbent assists with the development of library services for youth from birth to age eighteen, their parents, educators and others interested in services to youth.

The Management Librarian of the Humanities and Art, Music and Recreation departments, serves as assistant manager for both departments by providing leadership to the Humanities and Art, Music, and Recreation staff to ensure excellent customer service, programming and collection maintenance. The incumbent manages the library's archival resources and maintenance of the Art & Significant Object Inventory.

ESSENTIAL FUNCTIONS

Both Management Librarian Assignments

- Supervise daily operations of assigned department including staff supervision, scheduling, and approval of time off; plan, prioritize, assign and review the work of staff.
- Develop performance expectations for staff, evaluate their performance and counsel them on the provision of high quality service, efficiencies and productivity and professional development.
- Participate in staff recruitment, selection, transfer and promotion.
- Serve as Librarian-in-Charge of the Central Library as scheduled, including overall supervision of public areas to observe level of service and to ensure proper operation of equipment; adjust staff schedules and assist librarians with difficult transactions.

Management Librarian: Central Library Children's Room and Humanities (AMR)

- Stay abreast of library literature and contribute to the development of the library and the profession through participation in conferences and professional associations and through involvement in community affairs.

Management Librarian of the Central Library Children's Room (CLCR)

- Report to the Librarian V, Coordinator of Youth, Education and Outreach Services.
- Plan and coordinate young adult services for the library system in collaboration with the Youth Services Coordinator and the Teen Education Outreach Specialist.
- Manage the implementation of all in-house CLCR programs and the annual summer reading program.
- Provide direction to selectors in the selection and maintenance of children's and young adult collections.
- Advise staff on techniques for programs such as the teen advisory board, teen summer reading program, teen read week, school and class visits and radio and television programs.
- Initiate, write and evaluate adult, young adult or juvenile grant-funded projects, including internal program grants, Friends of the Library material grants and other external grant funded projects.
- With guidance from the Youth Services Coordinator, serve as a liaison to community leaders, adults and organizations serving youth.

Management Librarian of Humanities and Art, Music and Recreation (AMR) Departments

- Report to the Librarian V, Coordinator of the Humanities and Archives, and the Art, Music and Recreation (AMR) departments.
- Assist in the development of programs that interpret the content and usefulness of the Humanities and AMR collections.
- Implement priorities for archival and special collection projects with guidance from the Coordinator of Humanities and AMR.
- Provide support in the development of policies for each special collection; help to develop preservation goals, implement storage solutions and oversee access to special collections.
- Make recommendations for maintenance of special collections, including acquisition, retention or de-accessioning of materials.
- Responsible for the City Archives in collaboration with the Archival Projects Librarian.
- Serve as consultant for archives-related library and bibliographic projects.
- Assist the Public Services Area Manager of Central Library in evaluating donated items of art and objects for potential acquisition; coordinate acquisition of materials.
- Serve as registrar for loans of library material to outside agencies.
- Document and facilitate requests for reproduction/publication of materials from archives and special collections.

Management Librarian: Central Library Children's Room and Humanities (AMR)

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.

MINIMUM REQUIREMENTS

Management Librarian of Central Library Children's Room:

1. Master's degree in library science or library information science from an ALA accredited library school.
2. Five years of increasingly responsible professional librarian or supervisory experience, including three years of experience in youth services in a library environment.

Management Librarian of Humanities and Art, Music and Recreation Departments

1. Master's degree in library science or library information science from an ALA accredited library school.
2. Five years of increasingly responsible professional librarian or supervisory experience, including three years of experience in specialized collections in a library, archive, museum or other related environment.

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. 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. Student copies are acceptable.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Both Management Librarian positions

- Knowledge of modern library organization, procedures, policies, mission, goals, services and trends.
- Knowledge of and ability to effectively use various methods of social media.
- Advanced knowledge of computers, online catalogs, databases, networks, the Internet and their application for library use.
- Familiarity with publishing trends and acquisitions operations.
- Knowledge of circulation and registration procedures and automated application of these procedures.
- Organizational skills and the ability to manage multiple priorities and meet deadlines.
 - Analytical ability and problem solving skills.
- Excellent interpersonal and customer service skills; ability to work effectively with staff, patrons, community members, library users, and people representing diverse cultural backgrounds and educational levels.

Management Librarian: Central Library Children's Room and Humanities (AMR)

- Excellent oral communications skills including the ability to participate in discussions on television and radio programs and to conduct formal library programs.
- Excellent written communications skills to write reports and department policies and procedures.
- Ability to supervise, manage, mentor and coach others.
- Ability to work both independently and as a team member.
- Ability to effectively and positively represent the library before community groups and the public.

Management Librarian of the Central Library Children's Room (CLCR)

- Knowledge of childhood development from birth to age eighteen and the impact of early childhood literacy on brain development.
- Ability to develop, monitor and assess programming for youth, including the ability to process report outcomes.

Management Librarian of Humanities and Art, Music and Recreation Departments

- Knowledge of special collections management practices including, collection development, preservation goals, acquisition procedures, storage solutions and collection access.

CURRENT SALARY

The current salary range (pay range 1DX) for City of Milwaukee residents is **\$54,865 - \$76,806** annually and the non-resident salary range is \$53,519 - \$74,922. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval*

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 **April 10, 2017**. 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.