

*****ATTACHMENTS*****

Minutes
Mead Public Library
Human Resources Committee
Tuesday, June 16, 2020

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Tuesday, June 16, 2020 in The Administrative Conference Room.

STAFF/OFFICIALS PRESENT: Library Board of Trustees Vice President Kathie Norman, presiding; Board President Maeve Quinn, Meg Albrinck and Nancy Mannchen. Staff: Library Director Garrett Erickson, Business Manager Debbie DeAmico and Administrative Assistant Sydney Mehn.

1. OPENING OF MEETING

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM Norman called the meeting to order at 1:05 p.m.; she determined there was a quorum present.
- 1.2 APPROVAL OF MINUTES Quinn **moved** to approve the minutes from 11/6/19. Mannchen **seconded**. The motion **passed**.

2. CLOSED SESSION

- 2.1 MOTION TO CONVENE IN CLOSED SESSION UNDER THE EXCEPTION SET FORTH IN WISCONSIN STATE STATUTES 19.85(1)(C) FOR CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY FOR Norman **moved** to go in to closed session. Quinn **seconded**. The motion **passed**.

3. RECONVENE IN OPEN SESSION

4. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 4.1 UPDATE TO TABLE OF ORGANIZATION Norman **moved** to approve and recommend to the full board the change to the table of organization, which includes IT, maintenance and cleaning staff being placed under the director. Mannchen **seconded**. The motion **passed**.
- 4.2 STAFFING ISSUE DUE TO COVID-19 Per discussion in closed session, Norman confirmed that the director will continue to work with the City and HR to do everything possible to ensure that the library keeps running smoothly. At this time, no action is needed from this committee.

5. ADJOURN

- 5.1 MOTION TO ADJOURN Quinn **moved** to adjourn the meeting. Mannchen **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 2:02 p.m.

Generated by Sydney Mehn on Tuesday, June 16, 2020

Job Description

Job Title:	Public Safety Specialist	Department:	Mead Public Library
Date Issue:	April 16, 2018 Revised: July 1, 2020	Reports To:	Public Services Manager
FLSA Classification:	Exempt (Full Time)	Wage:	Salary Grade: <u> </u> K

Position Summary

Under the direction of the Public Services Manager, oversees daily safety operations of the library. Takes steps to promote the safety of staff and patrons, securing the library facility and exterior property, implementing security-related policies and procedures, training staff, supervising safety guards, responding to requests for security assistance, investigating incidents, and assisting with emergency response and disaster planning. Models effective techniques for working with patrons experiencing mental health, substance abuse, unstable housing, or **other** behavioral issues. Actively connects with patrons to build productive relationships. Represents Mead in interactions with area social service agencies, governmental entities, police and first responders, and other relevant organizations. Serves as a resource and model to library staff to work effectively with customers.

Essential Duties & Responsibilities

1. Effectively listen to patrons and other employees as part of understanding concerns of those involved.
2. Establish and develop relationships with patrons and staff in order to best serve the community.
3. Serves as a resource and model to library staff to work effectively with challenging patron behaviors.
4. Crisis intervention as required.
5. Oversees overall safety operations, under the direction of the team manager.
6. Works with library staff to respond to incidents occurring on library property.
7. Issues and manages suspensions of individuals as needed based on library policy.
8. Proactively works with library staff and outside agencies, such as social services, law enforcement and emergency responders, to anticipate, prevent, and respond to serious or emergency situations.
9. Recommends policies, practices, and services for daily operation and special events which maximize a safe and secure environment for people and library property.
10. Prepares and ensures presentation of safety and security related training to all library staff, including emergency preparedness and response.
11. Instructs public services staff in appropriate work methods for efficiency and safety.

Qualification Requirements

1. Broad cultural competency knowledge and skills, and ability to work effectively with a culturally diverse community.
2. Ability to problem solve and make sound judgments.
3. Ability to fairly and consistently apply library's policy on appropriate library use.
4. General knowledge of standard safety practices.
5. Ability to motivate, inspire, and lead colleagues.
6. Considerable knowledge of diverse communication styles and skills.
7. Considerable knowledge using workplace technology, including various computer software and hardware.
8. Outstanding interpersonal and communication skills; communicating effectively with a wide variety of audiences, both verbally and in writing.

Education / Experience / Certifications / License Requirements

1. ~~Associate's or~~ Bachelor's degree in social work, behavioral sciences, criminal justice, law enforcement or related field
2. CPI certified or equivalent crisis prevention and verbal de-escalation training
3. Minimum of three years of recent experience in security/law enforcement and/or in providing direct service to at-risk, marginalized populations.

Knowledge, Skills & Abilities

1. Problem solving, negotiating and handling stressful situations positively.
2. Utilizing independent judgement and taking independent action within scope of responsibilities.
3. Awareness of and experience working in or with public libraries.
4. Experience and understanding of working with a diverse population.
5. Experience working with youth and families.
6. A passion for developing relationships.
7. A sincere desire to improve our community.
8. Bilingual preferred, but not required.

Work Environment/Essential Functions

1. Reasonable accommodations to these job functions will be made as needed.
2. Scheduling may require availability during any library operating hours, including days, evenings, weekends, and occasionally when the library is closed. Although a weekly schedule is established, the needs of the library may require scheduling changes and flexibility.
3. Constant navigation of library property and computer use are required.
4. Manual dexterity, clear speech, hearing acuity, and correctable vision are required.

Employee Signature: _____ Date Signed: _____



Job Description

Job Title: **Public Services Manager** **Department:** Mead Public Library

Date Issue: 5/23/2019 **Reports To:** Library Director

Revision Date: 10/19/2020

Classification: Exempt **Wage:** Pay Grade: S

Position Summary

The purpose of this position is to ensure that employees, ~~volunteers,~~ collections, work routines, and programs meet the organization's goals and objectives for the entire Mead Public Library public services effort. This position manages the work of persons in the organization who provide direct services to citizens and is also expected to be a dynamic leader within the management team. Work is performed under the direction of the Library Director.

Essential Duties & Responsibilities

1. Translates library's mission, values and strategy to employees, policy, and work routines
2. Works closely in a management team to improve the overall value, effectiveness and efficiency of all library resources and services
3. Leads and works with others in teams to evaluate, develop, and improve services, policy, goals and objectives, routines, service satisfaction, workplace environment, and financial results
4. Develops positive relationships with the citizens who use the library
5. Networks and develops collaborations with various community organizations and stakeholders
6. Responsible for encouraging the growth and success of the library's event programming
7. Measures, monitors and improves organizational processes and work routines of the Public Services Team to improve value, efficiency, effectiveness, and customer satisfaction/loyalty
8. Coaches and mentors both individual employees and work teams to exceed expectations
9. Works with persons throughout the organization to identify, evaluate, and find creative solutions for problems in need of resolution
10. Coordinates the evaluation, development, and monitoring of library collections
11. Researches and prepares job descriptions, performance appraisals, and employee training and development plans
12. Schedules staffing at each public service point
13. Researches and sets individual employee work routines and standards
14. Prepares and monitors annual budgets
15. Gathers data and monitors progress and trends related to the organizations strategic initiatives
16. Develops and oversees grant fund proposals and disbursements

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17. Handles emergency situations in the absence of the Director and works with appropriate parties to resolve situations

Qualification Requirements:

1. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with a challenging situation, and ability to work in an ambiguous environment
2. Ability to partner, work within teams, build alliances and relationships, identify and implement solutions, and build participative processes
3. Ability to listen, choose an appropriate medium for a message, present information clearly and concisely, and give and receive feedback
4. Ability to analyze and evaluate information and situations, problem-solving, decision making, and conceptualizing
5. Ability to demonstrate accountability, integrity, positive influence, having future focus, and accept the responsibilities of being a leader
6. Ability to be self-aware, listen, give feedback and assess performance, understand and value diversity, develop and coach staff, effectively implement the hiring and selection process, and prevent and resolve conflict
7. Ability to accurately assess situations, set and monitor goals, delegate, manage implementations and projects, and evaluate outcomes
8. Ability to understand and manage financial, information technology, and space resources
9. Ability to analyze data trends to make decisions within an organizational framework
10. Ability to create excellent relationships with the citizens who use the library
11. Ability to lead organizational efforts toward efficient and effective processes
12. Ability to lead and facilitate the work of teams and work groups
13. Ability to provide first-line supervision
14. Ability to communicate orally and in writing
15. Ability to exercise good judgment, decisiveness and creativity when problem solving

Education and/or Experience

1. Master's degree in Library Science or related field with three years' professional library experience preferred or a Bachelor's degree with three years' of managerial experience.
2. Possession of a valid Wisconsin driver's license required.

Language Skills

The ability to communicate effectively ideas and information both in written and oral form

Mathematical Skills

The ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator

Reasoning Ability

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions. Ability to set priorities in order to meet assignment deadlines.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds
7. Handling: processing, picking up and shelving library materials
8. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
9. Mobility: travel to meetings outside the library

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Description

Job Title:	Library Page	Department:	Mead Public Library
Date Issue:	09/19/2017	Reports To:	Director Support Services Manager
Revision Date:	10/19/2020		
Classification:	Non-Exempt	Wage:	Pay Grade: AA

Position Summary

The purpose of this position is to ensure that library materials are checked-in, sorted and shelved in a timely and accurate manner so library patrons can quickly locate items of interest. This position will also guide patrons to individual items or collections, or walk them to the appropriate staff resource, as needed.

Essential Duties & Responsibilities

1. Performs general day to day duties associated with respective department which include but are not limited to:
 - Check in returned materials
 - Sort returned materials
 - Organize returned materials on book carts
 - Re-shelve returned materials
 - Shelf read collection
 - Process new materials for circulation
2. Reports Library safety and security matters to Library Management or Maintenance staff
3. Performs duties independently without direct supervision
4. Offers ideas for improving operational effectiveness or efficiency to management team
5. May serve on internal committees
6. Performs other related work as assigned by the Director, Manager, or Page Supervisor

Qualification Requirements:

- ~~Basic knowledge of modern library services and procedures~~
- Ability to employ appropriate techniques to meet service needs
- Ability to adapt to changes in the library profession
- Ability to interact well with co-workers and public
- Ability to utilize technology as required

Education and/or Experience

High School student diploma or GED; entry level position-related job experience is helpful

Language Skills

Ability to communicate effectively ideas and information both in written and oral form
Ability to read effectively and understand written information
Ability to comprehend and follow instructions from supervisor, verbally and in written form

Mathematical Skills

Ability to set priorities in order to meet assignment deadlines
Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator

Reasoning Ability

Strong interpersonal, communication and organizational skills
Ability to work independently in a fast-paced environment with frequent interruptions
Ability to set priorities in order to meet assignment deadlines

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds
7. Handling: processing, picking up and shelving library materials
8. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
9. ~~Mobility: travel to meetings outside the library~~

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Job Description

Job Title: Communications Specialist

Department: Library - Administration

Date Issue: August 25, 2016

Reports To: Library Director

Reviewed Date: October 17, 2020

Wage: Salary Grade: I

FLSA Classification: Exempt

Position Summary

This position creates a strong, positive public image of the Mead Public Library in the community and promotes the services that it offers.

Essential Duties & Responsibilities

1. Provide leadership in the planning and follow through of marketing the library.
2. Design and conduct studies and analysis.
3. Oversee the use of market data to inform and shape marketing materials.
4. Create printed flyers and brochures for services and programs.
5. Assess analytics and prepare reports on web traffic.
6. Oversee and expand the library's social media presence.
7. Post and/or monitor social media postings on various platforms on a daily basis.
8. Keep up with trends in social media, digital content and emerging technologies. In addition to keeping up with changes in the fast-moving web world, this position will assist in strategic planning for the library.
9. Oversee digital signage and other internal communications on all static and interactive signs.
10. Monitor web content changes, perform content and graphic changes and help other staff with updates. This includes daily work on the home page headlines, calendar of events, and various additional webpages.
11. Act as a journalist to "get the story" by building a base of knowledge and familiarity with the various services and events offered at the library.
12. Assist in the promotion of the library in the community.
13. Assist the director on projects such as producing reports, newsletters, market research and video projects to promote the library.
14. Work with the public services team and administration to create and track advertising.
15. Create marketing plans for specific events and workshops as needed.
16. Develop guidelines and best practices related to communications related activity and content.
17. Assist with a wide range of editorial projects for various audiences.
18. Assist the director with the development of goals, plans and policy.
19. Serves as a resource to board members.
20. May attend conferences and workshops.
21. Performs related work as assigned.

Qualification Requirements

1. Superb written, editorial and oral communication skills required; the ability to write and speak clearly and concisely for various media.
2. Experience writing and editing web and social media content; particularly for event promotional material.
3. Advanced skill level with Microsoft Office products (Word, Excel, PowerPoint and Outlook) and Adobe Creative Suite (Photoshop, InDesign and Illustrator) as well as experience using Drupal.
4. Excellent knowledge of graphic design principles and practices.
5. Experience using digital photography, video and social media as news channels.
6. Must demonstrate creativity and familiarity with a variety of marketing concepts, practices and procedures.

Education / Experience / Certifications / License Requirements

1. Minimum education: Bachelor's Degree in Communications, Business, English, Journalism, or a related degree from an accredited college or university.
2. Minimum experience: Three years of job related experience. Non-profit or government experience is a plus.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Knowledge, Skills & Abilities Required

1. **Language Skills:** Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.
2. **Reasoning:** Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
3. **Technology:** Ability to create documents in MS Office and Adobe Creative Suite, ability to use and maintain Drupal website, e-mail and calendars, ability to develop and oversee marketing budget.
4. **Mathematics:** Ability to calculate figures and amounts, to apply concepts such as fractions, percentages, ratios, proportions and perform analytical procedures.
5. **Other:** Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to interpret variety of contractual language.

Work Environment/Essential Functions

The work environment of this position are representative of an office employee. The primary essential functions are:

1. Regularly required to talk, hear, see and sit.
2. Occasionally required to stand and walk, and lift and/or move up to 10 pounds.

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Job Description

Job Title: Information Technology Specialist

Department: Library - Administration

Date Issue: August, 2015

Revision Date: October 17, 2020

Reports To: Support Service Manager
Library Director

FLSA Classification: Exempt

Wage: Pay Grade: K

Position Summary

The primary purpose(s) of this position is are to act as the administrator of each library technology platform; and serve as the Library's technical advisor and liaison-and to develop and enhance the Library's Internet presence.

Essential Duties & Responsibilities

1. Provides for planning, development, introduction, implementation and evaluation of information technology that supports library operations and service delivery
2. Serves as the local administrator of the Library's catalog software and liaison to regional library system staff and to other libraries
3. Develops and maintains the library's Internet presence
4. Partners with other staff in crafting content for the Library's Internet presence
5. Installs, configures, maintains, and troubleshoots library networking equipment, I.T. hardware and software, telephone systems and digital resources
6. Keeps abreast of technology changes and keeps Library management team apprised of how new technology will impact the delivery of Library services to the public
7. Develops and documents Library's technology security and oversees its maintenance and future development
8. Maintains effective, ongoing relationships with information technology vendors
9. Provides staff training in the use of information technology, equipment, and software
10. Maintains thorough documentation of technology systems
11. Participates with the Library Management Team in the development of Library policies, plans and goals
12. Develops and manages budget for areas of responsibility
13. Attends conferences, workshops and webinars to keep abreast of technology changes, and impact of Library operations
14. Performs duties independently with minimum supervision
15. Offers ideas for improving operational effectiveness or efficiency to management team
16. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
17. Performs other related work as assigned by the Director or Manager

Qualification Requirements

1. Superb written, editorial and oral communication skills required; the ability to write and speak clearly and concisely for various media.

2. Experience writing and editing web and social media content; particularly for event promotional material.
3. Advanced skill level with Microsoft Office products (Word, Excel, PowerPoint and Outlook) and Adobe Creative Suite (Photoshop, InDesign and Illustrator) as well as experience using Drupal.
4. Excellent knowledge of graphic design principles and practices.
5. Experience using digital photography, video and social media as news channels.
6. Must demonstrate creativity and familiarity with a variety of marketing concepts, practices and procedures.

Education / Experience / Certifications / License Requirements

- Minimum education: Bachelor of Science in Computer Science Information Technology, Web Development or related field and/or appropriate certificates
- Minimum experience: **Three + Five** years of job-related experience. Non-profit or government experience is a plus.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Knowledge, Skills & Abilities Required

1. Knowledge of, or capacity to learn, modern library philosophies, services and procedures
2. Thorough knowledge of the role of information technology, computers, and related software/equipment in the provision of public library service
3. Knowledge of data processing and communications concepts and services
4. Knowledge of advanced concepts and basic operating principles of data communications and information systems hardware and software
5. Ability to develop & support Library website using systems and languages such as Drupal, HTML, JavaScript & CSS
6. Knowledge of responsive & mobile web designs
7. **Knowledge of latest social media trends**
8. Ability to employ appropriate techniques to solve technology related problems and meet service needs, including systems analysis and programming when appropriate
9. Demonstrated ability to understand and adapt to rapid changes in information technology and anticipate change impact on library profession and local operations
10. Demonstrated ability to interact verbally and in writing at a professional level
11. Demonstrated ability to plan, coordinate and expedite work projects
12. Demonstrated capability to teach staff in both group and individual settings in the use of various technologies
13. Substantial knowledge and demonstrated ease of use of standard office software applications and hardware
14. Communication Skills: effectively communicate ideas and information both in written and oral form
15. Reading Ability: effectively read and understand written information
16. Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form
17. Mathematical Ability: calculate basic arithmetic problems

18. Time Management: set priorities in order to meet assignment deadlines

Work Environment/Essential Functions

The work environment of this position are representative of an office employee. The primary essential functions are:

- Inside and outside work environment
- Flexible work hours including evenings and weekends
- Out-of-town overnight situations exist
- Standard general office machines
- Equipment associated with installation and testing of computers and networks
- Personal computers and peripherals
- Library automation equipment

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Job Description

Job Title: Maintenance Technician **Department:** Library
Date Issue: 11/10/2017 **Reports To:** Maintenance Supervisor
Revision Date: 10/17/20
Classification: Non-Exempt **City Pay Grade:** C

Position Summary

The primary purposes of this position is to assist with the upkeep and repair of the library building, equipment and grounds; securing the building; and the cleaning of the library

Essential Duties & Responsibilities

- Perform various duties in the construction, repair and maintenance of the building and infrastructure
- Maintain the cleanliness of the interior and exterior areas of the library
- Set up meeting room equipment for programs and activities
- Monitor security, HVAC and other systems as needed and contact vendors if necessary
- Load and unload delivery of packages
- Dispose of trash and recycle applicable materials
- Run networking cable throughout library
- Performs general maintenance services such as painting, carpentry, plumbing, ground keeping and snow removal
- Maintains, troubleshoots and repairs mechanical equipment such as motors, pumps, door, fans, boilers, heat exchangers and controls, electrical controls, building systems and other critical systems
- ~~Monitor and purchase supplies as needed~~
- ~~Oversee or~~ assist with snow removal
- Maintains building security and enforces library policies for patron behavior
- Maintain a well-organized workspace so other staff can locate and borrow tools efficiently
- May provide direct customer service to citizens in the use of library services
- Report library safety and security matters to management
- Act as resource for administration in regards to facilities management
- Perform duties independently with minimum supervision
- Perform other related work as assigned by the Director or ~~Manager~~ Supervisor

Qualification Requirements:

Knowledge of the proper uses and techniques for using materials, equipment and power and hand tools for maintenance, repair, construction and other activities.

Education and/or Experience

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction.

Language Skills

The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.

Mathematical Skills

Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.

Reasoning Ability

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Above average physical strength and stamina is required while performing the duties of this job. The employee is regularly required to stand, walk, bend, handling of materials which may range from 50 -75 pounds for sustained periods. This work also requires lifting, standing, walking and reaching for long sustained periods. Also required is the ability to perform task related to repetitive motions with the use of the hands, legs, and back. The employee frequently is required to work outdoors in all climatic conditions. Some exposure to definitely disagreeable features using the appropriate Personal Protective Equipment (PPE). The employee is occasionally required to work evenings and long hours and be able to respond to call-ins after normal hours.

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~~essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.~~

- ~~1. Working knowledge of the principles and techniques of payroll administration and employee benefit plans.~~
- ~~2. Ability to learn and keep abreast of laws, ordinances and regulations affecting payroll and human resource benefit plans.~~
- ~~3. Ability to research, gather and analyze information and prepare complete and accurate reports.~~
- ~~4. Proven organizational and problem-solving skills.~~
- ~~5. Proficient in Microsoft Office and other computer tools as required.~~
- ~~6. Ability to maintain confidentiality in all aspects of the position.~~
- ~~7. Ability to exercise good judgment, courtesy, and tact in receiving office callers. Ability to establish and maintain effective working and public relationships.~~

Demonstrate outstanding interpersonal skills and ability to interact with the diverse local community. Possess in-depth knowledge of library systems and concepts as well as excellent communication and organizational skills. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

1. Desire to meet and serve the library's user community
2. Ability to think analytically and to develop new or revised systems, procedures, and work flow
3. Ability to exercise initiative and independent judgment
4. Knowledge of computers, the internet, and commercially available library software
5. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
6. Ability to make administrative decisions, interpret policies, and mentor staff
7. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public
8. Knowledge of the philosophy and techniques of library service
9. Ability to organize job duties and work independently
10. Demonstrated knowledge of library materials and resources
11. Creativity to develop and implement library programs and services
12. Ability to communicate both orally and in writing
13. Positive attitude toward library users with special needs
14. Accuracy and skill in typing

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Education / Experience / Certifications / License Requirements

1. Master of Library Science from an American Library Association accredited library school or equivalent
2. Two years of experience in a public library or equivalent relevant experience

Pre-employment Requirement

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

Knowledge, Skills & Abilities Required

1. **Mathematics:** Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division)
2. **Reasoning:** Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
3. **Technology:** Ability to create documents in MS Word and spreadsheets in MS Excel, ability to use and maintain e-mail and calendars, ability to develop and maintain customized reports in MUNIS PR/HR system.
4. **Language Skills:** Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.
5. **Other:** Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to perform work in response to general, outcome based directives.

Work Environment/Essential Functions

The work environment of this position are representative of an office employee. The primary essential functions are:

1. Regularly required to talk, hear, see and sit.
2. Occasionally required to stand and walk, and lift and/or move up to 10 pounds.

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In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Revised: April 30, 2018



Job Description

Job Title: **Library Assistant** **Department:** Mead Public Library
Date Issue: April 2017 **Reports To:** Public Service Manager
Revision Date: 10/19/2020
FLSA Classification: Non-Exempt **Wage: Salary Grade:** C

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Position Summary

The primary purpose of this position is to work as part of a team to reach the organization's stated goals and objectives for the entire Mead Public Library public services effort. Library assistants may be asked to perform multiple, distinct roles and share tasks with their team, so individuals in these positions must be comfortable with change and be team players. Work is performed under the direction of the Public Services Manager or the Support Services Manager.

Essential Duties & Responsibilities

1. Performs general day to day duties associated with various services which include but are not limited to:
 - o Collection ordering, receiving, processing and mending
 - o Circulation of library collections
 - o Bibliographic and customer database entry and maintenance
 - o Reader's advisory, reference, and limited research services
 - o Routine indexing and bibliography compilation
 - o Library related programs, events and storytelling
 - o Interlibrary loan collection and distribution systems
 - o Handles/counts cash and performs cash transactions
 - o Processes and distributes mail and other deliveries
 - o Prepares invoices for payment
 - o Handles bookings for the meeting rooms
2. Conduct service interviews to link customer needs with services and resources
3. Provides input to managers in the improvement of library policies, plans and goals
4. May make library purchases and/or assist in the weeding process
5. May offer technology training to others

6. Attends library conferences and workshops

~~7. Handles materials and supplies according to MSDS guidelines~~

8. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the ~~City's~~City's emergency plan

9. Performs other related work as assigned by the Director or Manager

~~— Library Assistant I— performs duties with supervision~~

~~— Library Assistant II— Performs duties independently with general supervision~~

~~— Library Assistant III— Performs duties independently with minimum supervision~~

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Qualification Requirements:

1. Basic knowledge of library services and procedures
2. Ability to employ appropriate techniques to meet service needs
3. Resilient to changes in the library profession
4. Ability to develop and maintain constructive relationships with staff and public
5. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment

Education and/or Experience

1. High School Diploma or GED
2. Three to five years library or related experience

Language Skills

The ability to communicate effectively ideas and information both in written and oral form, effectively read and understand written information. Ability to comprehend and follow instructions from supervisor, verbally and in written form. Must set priorities in order to meet assignment deadlines.

Mathematical Skills

The ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator

Reasoning Ability

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions. Ability to set priorities in order to meet assignment deadlines.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds
7. Handling: processing, picking up and shelving library materials
8. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
9. Mobility: travel to meetings outside the library

Employee Signature: _____

Date Signed: _____

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer
In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Job Description

Job Title: Business Manager **Department:** Mead Public Library
Date Issue: 05/23/2019 **Reports To:** Library Director
Classification: Exempt **Wage:** Pay Grade: S

Position Summary

The primary purpose of the position is to assist work with the library director in budgetary and financial matters. The position also assists in developing strategy, updating policy, improving internal processes and efficiency, and performing basic-level general human resource tasks.

Essential Duties & Responsibilities

1. Works closely with director and management team to improve the overall management, efficiency, effectiveness and value of all library resources and services
2. ~~Assists~~ Closely works with the director in the preparation and monitoring of the budget; prepares budgetary and analytical studies and reports; prepares monthly and fiscal year-end financial statements; verifies fund balances; assists works with city finance department in preparing Mead Public Library (MPL) for the library portion of the outside audit, and coordinating and completes the MPL annual and special audits state library reports. ~~Assists~~ Works closely in the identification of Capital Projects and the preparation of Capital Improvement process requests, and documents, executes project from start of project to completion of project and payment schedules of project contractor's payments for both city funded Capital Improvement projects and donor funded projects
3. Processes all library accounting including accounts payable, bank deposits, and maintains accurate records and control reports
4. Assists city officials with accounts payable vendor files
5. Counts and records daily cash receipts that include cash revenues, private gifts and bequests, and their reconciliation. Business Manager is the first contact with Donors from the initial ask to the final gift given. Monitors and tracks all expenditures to maintain spending within the gift amount, and compliance on restricted gifts.
6. ~~May~~ Assist library staff in using the city payroll system, library and city staff handbooks and library and city policies
7. Assists the Library Administration and City Finance Department in preparing for financial audits
8. Assists Works with the director in the development and administration of library policies, plans, human resources, insurance systems, safety and security
9. Gathers data and monitors progress and trends related to organizational strategic measures and indicators
10. Measures, monitors, and improves organizational processes and work routines to improve customer satisfaction and loyalty
11. Works on various Library and City of Sheboygan committees or teams to solve problems and facilitate communication across the organization
12. Makes library purchases
13. Maintains positive relationships with municipal officers and various other community stakeholders

14. May attend local and state-wide related conferences, **workshops and trainings**
15. **Participates in outside organizations, i.e. Wisconsin Municipal Treasures Association, CVMIC**
16. **Attends the City Council, Committee of the Whole, and City Finance meetings**
17. Handles materials and supplies according to MSDS guidelines
18. Performs other related work **and special projects** as assigned by the Director
19. Handles emergency situations in the absence of the Director and works with appropriate parties to resolve situations

Other Duties & Responsibilities

1. **Is the Treasurer liaison for the Friends of Mead Public Library, manages and enters the Friends accounting into QuickBooks, creates and analysis monthly financials, creates monthly and yearly financial statements? Works closely with the Friends Treasurer in monitoring the friend's investment accounts held at a brokerage firm. Accepts, tracks and reports on yearly gifts given the Friends of MPL. Attends MPL Friends finance committee meetings and other friends' meetings a requested.**
2. **Is the Treasurer liaison for the Mead Public Library Foundation? Works closely with the Foundations Treasurer in monitoring the brokered investments. Enters the Mead Public Library Foundation (MPLFDN) accounting into QuickBooks, creates monthly and fiscal year end finance statements. Accepts donations from donors, records, and tracks donations for restricted and non-restricted donations Attends MPLFDN finance committee meetings and other foundation meetings as requested**

Qualification Requirements:

1. Ability to understand financial, information technology and space resources
2. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment
3. Ability to partner, work within teams, build alliances and relationships
4. Ability to analyze data and make decisions based on that data within an organizational framework
5. Ability to listen, choose an appropriate medium for a message, present information clearly and concisely, and give and receive feedback
6. Ability to analyze and evaluate information and situations, problem-solving, decision-making, and conceptualizing
7. Ability to develop and maintain constructive relationships with staff and public
8. Ability to demonstrate accountability, integrity, and a positive influence on others

Education and/or Experience

9. Associates degree in accounting required, Bachelor's degree in accounting or finance preferred
10. 5 years of pertinent experience

Language Skills

The ability to communicate effectively ideas and information both in written and oral form

Mathematical Skills

The ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator

Reasoning Ability

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently

in a fast-paced environment with frequent interruptions. Ability to set priorities in order to meet assignment deadlines.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds
7. Handling: processing, picking up and shelving library materials
8. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
9. Mobility: travel to meetings outside the library

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adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment

Education and/or Experience

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction. Computer literacy including e-mail, basic software and hardware proficiency, and navigating the internet. Three to five years minimum experience using current Integrate Library System (ILS) software. **Knowledge of current cataloging standards and Dewey Decimal System a plus.**

Language Skills

The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.

Mathematical Skills

Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.

Reasoning Ability

Strong interpersonal, communication skills to effectively communicate ideas and information both in written and oral form. Ability to effectively read and understand written information. Perform work in response to general, outcome based directives. Effective time management skills and ability to set priorities in order to meet assignment deadlines.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Must have the ability to switch between Sitting, standing, walking, climbing and stooping, as well as bending, twisting and reaching. Talk to and listen to patrons in person and on the telephone. Far vision at 20 feet or further; near vision at 20 inches or less. Must be able to lift and carry 50 pounds or less and push or pull objects on wheels weighing 60-100 pounds. Handle processing, picking up and shelving library materials as well as typing, keyboarding, writing, filing, sorting, shelving and processing. Must be willing to travel to meetings outside the library.

Employee Signature: _____ Date Signed: _____

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Position created as of May 1, 2018



Job Description

Job Title: **Cleaner** **Department:** Mead Public Library
Date Issue: 08/25/2016 **Reports To:** Maintenance Supervisor
Revision Date: 10/17/2020
Classification: Non-Exempt **Wage:** Pay Grade: AA

Position Summary

Under general supervision, assists in making the library a welcoming environment for citizens by cleaning, modifying spaces, moving furniture and assisting staff and members of the public as needed.

Essential Duties & Responsibilities

1. Performs duties independently with general supervision.
2. Performs general day to day cleaning duties but are not limited to:
 - Wash, dust, vacuum and clean Library facility and furniture
 - Clean and disinfects restrooms and maintain supplies
 - ~~Maintain interior and exterior plants, shrubbery and holiday decorations~~
 - Dispose of trash and recycle applicable materials
 - Scrubs floors, tile and extract the carpet
 - Shampoos carpets
 - ~~Set up meeting rooms for programs and activities~~
 - ~~Assist in snow removal~~
 - Receive and retrieve Library materials and supplies
3. Provides customer service and assistance in the use of Library services.
4. Provides input to management team in the development of Library policies, plans and goals.
5. Reports Library safety and security matters to management team.
6. Performs other related work as assigned by supervisor.

Qualification Requirements:

1. Must be able to understand and communicate in basic English
2. Must be punctual
3. Must be motivated and hardworking
4. Must be able to follow directions from supervisor and work well as part of a team without drama

Education and/or Experience

High School diploma or GED

Language Skills

The ability to communicate effectively in both written and verbal form with a variety of Library personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.

Mathematical Skills

Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.

Reasoning Ability

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The employee is regularly required to stand, walk, bend and handle lightweight tools and equipment for sustained periods. This work also requires lifting, standing, walking and reaching for long sustained periods. Also required is the ability to perform task related repetitive motions with the use of the hands, legs and back. Some exposure to definitely disagreeable features using the Personal Protective Equipment (PPE).

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Job Description

Job Title:	Administrative Assistant	Department:	Mead Public Library
Date Issue:	10/17/2020	Reports To:	Library Director
Classification:	Non-Exempt	Wage:	Pay Grade: E

Position Summary

The primary purpose(s) of this position is to assist the director and other staff in carrying out the administrative duties of the library; act as a liaison with the library boards in lieu of the director; and coordinate the library volunteer program

Essential Duties & Responsibilities

1. Performs duties independently with general supervision
2. Assists the Library Director/designee in the conduct of Administrative Services office responsibilities
3. Performs administrative functions for the Mead Public Library Board of Trustees through issuing notices of meetings, meeting agendas, and approved policies. Takes minutes of Library Board meeting and issues both draft and approved minutes. Assists the Board President and committee chairs in scheduling meetings.
4. Secures and preserves all library administrative records, including Board documents, in accordance with the policies adopted by the Library Board
5. Compiles library collection and service data obtained from numerous internal sources, confirms data accuracy, reports discrepancies for correction or documentation and prepares reports for the use of the Library Board and staff members
6. Supports the Library Director, as a member of the Mead Public Library Foundation Board of Directors, through maintaining donor and donation records, other financial record keeping, and donor/general communications. Issues notices of Foundation Board meetings. Prepares meeting minutes for Board approval and may attend meetings in order to take minutes. Secures and preserves Foundation documents and records in accordance with policies and practices established by the Board of Directors
7. Recruits, orients, assigns, and evaluates volunteers throughout the Library, including performance of initial orientation and basic training
8. In conjunction with the Director and Library Managers, identifies suitable projects, services, functions, and tasks for performance by volunteers
9. Maintains all volunteer records and files, including background reports
10. Develops individual volunteer evaluation and recognition methods
11. Works as the primary liaison to the Friends of Mead Public Library
12. Provides input to the Library Director in the development of Library policies, plans and goals related to volunteer management

13. Reports Library safety and security matters to Library Management or Building Services staff

14. Provides assistance and training to volunteers and other staff members in the use of selected library equipment

15. Attends local and other conferences and workshops within areas of responsibility

16. May work at library service desks in a backup capacity

17. Handles hazardous materials and supplies in conformance with MSDS guidelines

18. Provides emergency duties and resources as needed in times of a city emergency in conjunction with the Director and in accordance with the City's emergency plan

19. Performs other related work as assigned by the Library Director/designee

Qualification Requirements:

1. Basic knowledge of personnel or volunteer practices and procedures in the context of the contemporary public library environment
2. Ability to plan, set, and accomplish goals individually or in concert with others
3. Ability to interact well with co-workers and public
4. Reasonable knowledge and ability to use standard office software applications/hardware and basic donor management systems
5. Considerable knowledge of standard office practices
6. Ability to understand and record actions in a clear and concise manner, to include the drafting of public documents, e.g. minutes, for review
7. Ability to utilize technology as needed

Education and/or Experience

Associate degree in administrative/secretarial services or a related field (Experience in lieu of degree is acceptable)

Language Skills

The ability to communicate effectively in both written and verbal form with a variety of library personnel and members of the public, and maintain effective working relationships with other staff, and participants.

Mathematical Skills

Ability to calculate mathematic problems (addition, subtraction, multiplication, division, fractions, formula)

Reasoning Ability

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds
7. Handling: picking up and moving computer equipment
8. Typing, keyboarding, writing, filing, sorting, shelving and processing
9. Dexterity: ability to use tools, pick up small parts, connect cables and wiring
10. Mobility: travel to meetings outside the library

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

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Job Description

Job Title: Maintenance Supervisor **Department:** Library
Date Issue: 03/05/2015 **Reports To:** Support Services Manager
Revision Date: 10/17/20 Library Director

Classification: Exempt **City Pay Grade:** H

Position Summary

- The primary purposes of this position is to supervise the maintenance and repair of the library building, equipment and grounds; and the cleaning of the library

Essential Duties & Responsibilities

- Performs duties independently with minimum supervision
- Supervises or performs general day to day duties with associated library staff or vendor staff which include but are not limited to:
 - Wash, dust, vacuum and clean Library facility and furniture
 - Clean restrooms and maintain supplies
 - Maintain interior and exterior plants, shrubbery and holiday decorations
 - Dispose of trash and recycle applicable materials
 - Set up meeting rooms for programs and activities
 - Oversee or assist with snow removal
 - Receive and retrieve Library materials and supplies
 - Operate and maintain Library security systems and HVAC systems
- Contacts vendors as needed to ensure robust library services
- Supervises maintenance of the Library facilities, equipment and grounds
- Makes purchases on behalf of the library
- Provides customer service and assistance in the use of Library services
- Work with IT Specialist on building security systems including security cameras
- Run networking cable throughout library
- Performs general maintenance services such as painting, carpentry, plumbing, ground keeping and snow removal
- Maintains, troubleshoots and repairs mechanical equipment such as motors, pumps, door, fans, boilers, heat exchangers and controls, electrical controls, building systems and other critical systems
- Acts as key resource for administration in regards to facilities management
- Provides input to the Director in the development of Library policies, plans, and goals
- Offers ideas for improving operational effectiveness or efficiency to management team
- Reports Library safety and security matters to the Library Director
- Handles materials and supplies according to MSDS guidelines
- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan

- Performs other related work as assigned by the Director

Qualification Requirements:

Knowledge of the proper uses and techniques for using materials, equipment and power and hand tools for maintenance, repair, construction and other activities.

Education and/or Experience

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction.

Language Skills

The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.

Mathematical Skills

Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.

Reasoning Ability

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Above average physical strength and stamina is required while performing the duties of this job. The employee is regularly required to stand, walk, bend, handling of materials which may range from 50 - 75 pounds for sustained periods. This work also requires lifting, standing, walking and reaching for long sustained periods. Also required is the ability to perform task related to repetitive motions with the use of the hands, legs, and back. The employee frequently is required to work outdoors in all climatic conditions. Some exposure to definitely disagreeable features using the appropriate Personal Protective Equipment (PPE). The employee is occasionally required to work evenings and long hours and be able to respond to call-ins after normal hours.

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Job Description

Job Title: Support Services Manager

Date Issue: 7/1/2020

Revision Date: 10/19/2020

Classification: Exempt

Department: Mead Public Library

Reports To: Library Director

Wage: Pay Grade: S

Position Summary

The purpose of this position is to ensure that employees, volunteers, work routines, and programs meet the organization's goals and objectives for the entire Mead Public Library support services effort. This position manages the work of persons in the organization who provide services to other library staff and is also expected to be dynamic leader within the management team. Work is performed under the direction of the Library Director.

Essential Duties & Responsibilities

1. Translates library's mission, values and strategy to employees, policy, and work routines
2. Works closely in a management team to improve the overall value, effectiveness and efficiency of all library resources and services
3. Leads and works with others in teams to evaluate, develop, and improve services, policy, goals and objectives, routines, service satisfaction, workplace environment, and financial results
4. Develops positive relationships with the citizens who use the library
5. Measures, monitors and improves organizational processes and work routines of the Support Services Team to improve value, efficiency, effectiveness, and customer satisfaction/loyalty
6. Coaches and mentors both individual employees and work teams to exceed expectations
7. Works with persons throughout the organization to identify, evaluate, and find creative solutions for problems in need of resolution
8. Coordinates the evaluation, development, and monitoring of library collections
9. Researches and prepares job descriptions, performance appraisals, and employee training and development plans
10. Manages and schedules staffing of Support Services Employees
11. Researches and sets individual employee work routines and standards

12. Monitors support services annual budgets
13. Manages the organization's effort to assess, acquire, install and evaluate technology to meet the changing needs of customers and to constantly improve efficiency
14. Works to assure the successful development of quality process improvement initiatives
15. Gathers data and monitors progress and trends related to the organization's strategic initiatives

Qualification Requirements:

1. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with a challenging situation, and ability to work in an ambiguous environment
2. Ability to partner, work within and lead teams, build alliances and relationships, identify and implement solutions, and build participative processes
3. Ability to listen, choose an appropriate medium for a message, present information clearly and concisely, and give and receive feedback
4. Ability to analyze and evaluate information and situations, problem-solving, decision making, and conceptualizing
5. Ability to demonstrate accountability, integrity, positive influence, having future focus, and accept the responsibilities of being a leader
6. Ability to be self-aware, listen, give feedback and assess performance, understand and value diversity, develop and coach staff, effectively implement the hiring and selection process, and prevent and resolve conflict
7. Ability to accurately assess situations, set and monitor goals, delegate, manage implementations and projects, and evaluate outcomes
8. Ability to understand and manage financial, information technology, and space resources
9. Ability to analyze data trends to make decisions within an organizational framework (similar to #4 above)
10. Ability to create excellent relationships with the citizens who use the library
11. Ability to lead organizational efforts toward efficient and effective processes
12. Ability to lead and facilitate the work of teams and work groups (very similar to #2 above)
13. Ability to provide first-line supervision
14. Ability to communicate orally and in writing (repeated in language skills section below)
15. Ability to exercise good judgment, decisiveness and creativity when problem solving

Education and/or Experience

1. Bachelor's degree with three years of managerial experience, or Master's degree in Library Science or related field with three years' professional library experience.
2. Possession of a valid Wisconsin driver's license required.

Language Skills

The ability to communicate effectively ideas and information both in written and oral form.

Mathematical Skills

The ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator

Reasoning Ability

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions. Ability to set priorities in order to meet assignment deadlines.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Lifting and carrying: 50 pounds or less
5. Pushing and pulling: objects on wheels weighing 60-100 pounds
6. Handling: processing, picking up and shelving library materials
7. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
8. Mobility: travel to meetings outside the library



Job Description

Job Title:	Librarian	Department:	Mead Public Library
Date Issue:	January 25, 2016	Reports To:	Public Services Manager
Revised Date:	10/19/20		
FLSA Classification:	Exempt (Full-Time) Non-Exempt (Part-Time)	Wage:	Salary Grade: J

Position Summary

The purpose of this position is to lead and mentor other library employees in order to achieve the organization's goals and objectives for the entire Mead Public Library public services effort. These positions will act as specialists using their expertise to: lead teams, mentor staff, oversee projects, teach technology classes, monitor the procurement and weeding of the library collections, coordinate programs and events and locate specialized information and resources. These individuals should be seen as experts, leaders and role models in providing top notch library service to the community. Work is performed under the direction of the Public Services Manager.

Essential Duties & Responsibilities

1. Mentors other staff on library's mission, vision, policy, procedure, event planning, collection development and proper customer service techniques
2. Works closely with the management team to improve the overall efficiency, effectiveness and value of all library services and resources
3. Leads ad hoc teams or projects
4. Researches trends and innovation in library services
5. Monitors local library statistics and makes recommendations to management for improvements
6. Provides customer service and assistance in the use of library services, including reader's advisory and reference services
7. Plans, coordinates and presents programs and events
8. Serves as library representative on various community committees
9. Assists manager in the development of library policies, plans and goals
10. Coordinates, develops and presents library training to staff and public

11. Reports safety and security matters to management, security specialist or maintenance staff
12. Oversee library collections procurement and weeding process
13. Maintains high level of professional knowledge through routine and consistent professional development in the form of conferences, workshops, classes, and publications.
14. ~~Handles materials and supplies according to MSDS guidelines~~
15. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan
16. Performs other related work as assigned by the Director or Manager

Qualification Requirements

Demonstrate outstanding interpersonal skills and ability to interact with the diverse local community. Possess in-depth knowledge of library systems and concepts as well as excellent communication and organizational skills. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

1. Desire to meet and serve the library's user community
2. Ability to think analytically and to develop new or revised systems, procedures, and work flow
3. Ability to exercise initiative and independent judgment
4. Knowledge of computers, the internet, and commercially available library software
5. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
6. Ability to make administrative decisions, interpret policies, and mentor staff
7. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public
8. Knowledge of the philosophy and techniques of library service
9. Ability to organize job duties and work independently
10. Demonstrated knowledge of library materials and resources
11. Creativity to develop and implement library programs and services
12. Ability to communicate both orally and in writing
13. Positive attitude toward library users with special needs
14. Accuracy and skill in typing

Education / Experience / Certifications / License Requirements

1. Master of Library Science from an American Library Association accredited library school or equivalent
2. Two years of experience in a public library or equivalent relevant experience

Pre-employment Requirement

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

Knowledge, Skills & Abilities Required

1. **Mathematics:** Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division)
2. **Reasoning:** Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
3. **Technology:** Ability to create documents in MS Word and spreadsheets in MS Excel, ability to use and maintain e-mail and calendars, ability to develop and maintain customized reports in MUNIS PR/HR system.
4. **Language Skills:** Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.
5. **Other:** Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to perform work in response to general, outcome based directives.

Work Environment/Essential Functions

The work environment of this position are representative of an office employee. The primary essential functions are:

1. Regularly required to talk, hear, see and sit.
2. Required to stand and walk, and lift and/or move up to 10 pounds.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer
In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Revised: April 30, 2018

Job Description

Job Title: Library Director **Department:** Mead Public Library

Date Issue: February 2013 **Reports To:** Library Board

Revision Date: October 2020

FLSA Classification: Exempt **Wage:** Salary Grade: V

Position Summary

The purpose of this position is to lead the organization and mentor other library employees in order to achieve the organization's goals and objectives for the entire Mead Public Library public services effort. These positions will act often work as specialists using their expertise to: lead teams, mentor staff, oversee projects, teach technology classes, monitor the procurement and weeding of the library collections, coordinate programs and events and locate specialized information and resources. These individuals should be seen as experts, leaders and role models in providing top notch library service to the community. Work is performed under the direction of the Public Services Manager.

Essential Duties & Responsibilities

1. Leads the library in strategic planning and change management efforts
2. Mentors other staff on library's mission, vision, policy, procedure, event planning, collection development and proper customer service techniques
3. Works closely with the management team to improve the overall efficiency, effectiveness and value of all library services and resources
4. Leads ad hoc teams or projects
5. Researches trends and innovation in library services
6. Monitors local library statistics and makes recommendations to management for improvements
7. Provides customer service and assistance in the use of library services, including reader's advisory and reference services
8. Plans, coordinates and presents programs and events
9. Serves as library representative on various community committees
10. Assists managers in the development of library policies, plans and goals
11. Coordinates, develops and presents library training to staff and public
12. Reports safety and security matters to management or maintenance staff
13. Advises and oversees the Library Foundation and Friends of the Library activities and operations
14. Performs and encourages other staff to establish strong community relationships with the library
15. Oversees library collections procurement and weeding process
16. Attends library related conferences and workshops
17. Handles materials and supplies according to MSDS guidelines
18. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan

Qualification Requirements

High degree of independence and considerable knowledge of strategic planning, change facilitation, accounting principles, human resources, non-profit management, fundraising, marketing, Information Technology, building maintenance, budgeting, policy writing, process improvement, procurement, political savvy and community outreach expertise. ~~payroll regulations and specialized knowledge of State and Federal laws relating to payroll administration.~~ Proficiency in Microsoft Office products and a high level of proficiency in Payroll/HRIS systems. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Working knowledge of the principles and techniques of payroll administration and employee benefit plans.

2. Ability to learn and keep abreast of laws, ordinances and regulations affecting payroll and human resource benefit plans.
3. Ability to research, gather and analyze information and prepare complete and accurate reports.
4. Proven organizational and problem-solving skills.
5. Proficient in Microsoft Office and other computer tools as required.
6. Ability to maintain confidentiality in all aspects of the position.
7. Ability to exercise good judgment, courtesy, and tact in receiving office callers. Ability to establish and maintain effective working and public relationships.

Education / Experience / Certifications / License Requirements

1. Master of Library Science from an American Library Association accredited library school or equivalent
2. ~~Two~~ **Five** years of experience in a public library or equivalent relevant experience

Pre-employment Requirement

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

Knowledge, Skills & Abilities Required

1. **Mathematics:** Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division)
2. **Reasoning:** Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
3. **Technology:** Ability to create documents in MS Word and spreadsheets in MS Excel, ability to use and maintain e-mail and calendars, ability to develop and maintain customized reports in MUNIS PR/HR system.
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