

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Janet Anderson

Work Phone: 266-6382

2. Class Title (i.e. payroll title):

Librarian 3 - Represented

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Susan Lee, Library Business Operations Manager

Work Phone: 266-6383

5. Department, Division & Section:

Library, Technical Services Division

6. Work Address:

126 S. Hamilton St., Madison, WI 53703

7. Hours/Week: 38.75

Start time: 8:30 a.m. End time: 5:15 p.m.

8. Date of hire in this position:

Not yet in the position; this is a classification change.

9. From approximately what date has employee performed the work currently assigned:

June 2010

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10. Position Summary:

This is responsible advanced-level professional library work in providing leadership, coordination and management of staff, library collections and assigned facilities. This position is characterized by primary emphasis on the development and implementation of duties of the Library's Technical Services Division. Work involves considerable programmatic responsibility, judgment, and discretion. Under the general direction of the Library Business Operations Manager, this employee is charged with overseeing effective and efficient library services and directing innovating programmatic improvements in alignment with the Library's vision, mission and service philosophy. The Technical Services Division supports the collection development and maintenance activities for the Library as well as providing cataloging and database maintenance for the South Central Library System and its member libraries.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

60% A. Develop, implement, and manage overall Technical Services workflow

1. Oversee the materials acquisition process as it relates to and impacts the cataloging and bibliographic workflow
2. Develop and maintain quality control standards for cataloging and database maintenance activities such as authority control
3. Oversee and assign cataloging duties to professional and para-professional staff
4. Provide leadership in prioritization of Technical Services responsibilities
- 5.

20% B. Serve as point person for ILS development of Technical Services functions

1. Compile data and prepare workflow documents and specifications
2. Participate in and assign functionality testing
3. Develop and implement process improvements
4. Train staff and write documentation
5. Act as liaison to South Central Library System staff

20 % C. Participate in Library and System planning

1. Represent Technical Services Division in Library strategic planning activities
2. Represent MPL on county and System-wide committees
- 3.
- 4.
- 5.

% D.

- 1.
- 2.
- 3.
- 4.
- 5.

% E.

- 1.
- 2.
- 3.
- 4.
- 5.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of library science theories, principles, practices and terminology applicable to a public library. Thorough knowledge of automated and manual library systems, including acquisitions and serials control procedures, authority control, cataloging and classification, database structure, maintenance and indexing. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Ability to provide leadership in developing and implementing major library programs. Ability to direct library programs requiring a high degree of judgment and expertise. Ability to develop, recommend, and implement policies and procedures. Ability to supervise staff. Ability to develop and provide training to staff. Ability to model exceptional customer services skills. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Physical strength, dexterity and acuity in locating, lifting and shelving library materials. Ability to sit/stand at a desk, work on a computer, and use a monitor for extended periods of time.

16. Supervision received (level and type):

General

17. Leadership Responsibilities:

This position: ☒ is responsible for supervisory activities (Supervisory Analysis Form attached).
☐ has no leadership responsibility.
☐ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- ☐ I prepared this form and believe that it accurately describes my position.
☒ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached).




EMPLOYEE

12/29/11

DATE

19. Supervisor Statement:

- ☐ I have prepared this form and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
☐ Other comments (see attached).



SUPERVISOR

12/29/11

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.