

CITY OF MADISON POSITION DESCRIPTION

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

Jon Muzzall

Work Phone: 266-6302

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

Librarian 1

3. Working Title (if any):

Web Resources Librarian

4. Name & Class of First-Line Supervisor:

Tana Elias, Digital Services and Marketing Manager

Work Phone: 266-4953

5. Department, Division & Section:

Digital Services and Marketing

6. Work Address:

201 W. Mifflin St.

7. Hours/Week: 34.875

Start time: Start & end time varies to include evenings, Sat., Sun. End time:

8. Date of hire in this position:

NA

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

This position has expanded significantly in the last 12 months with development of new web site content management system.

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10. Position Summary:

Position creates and updates content on multiple web sites and social media accounts and creates and implements custom programming for Drupal-based web site. Requires professional judgment and the ability to effectively communicate with and train other staff, the public, and application/software vendors.

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

35% A. Creates new applications and services for library web sites and digital services under the direction of the Digital Services and Marketing Manger.

1. Investigates, creates, and implements new applications for public and staff web sites. Upcoming examples include replacement applications for third-party software the library currently subscribes to (email newsletter service, calendar database), mobile applications for library services and working with South Central Library Service to improve shared database.

2. Develops new Drupal applications and modules for increased web site performance or additional functionality.
3. Maintains core functionality of public web sites and communications with web site provider.
4. Learns new programming languages or web technologies as applicable to position.
5. Evaluates and coordinates staff testing of software and web services; recommend services and technology to managers and staff teams.

35% B. Daily web site and web services oversight.

1. Creates and updates content on public and staff web sites and web services independently, by conferring with library staff in multiple departments, and at direction of Digital Services and Marketing Manager.
2. Customizes public web site design.
3. Updates and co-manages library social media accounts.
4. Maintains core functionality of public web sites and communications with web site provider.
- 5.

25% C. Supports staff and customer use of library technologies.

1. Responsible for training staff to use library's digital products and services, including public web site, staff web site, online databases and services, social media, and third-party subscription services (Evanced, BookLetters, Form Assembly, etc.)
2. Communicates with customers about library services and technologies, including troubleshooting problems, in person, on the phone, and online.
3. Creates and maintains training documents and videos for staff and public on library products and services.
4. Supports LINKcat for Madison Public Library staff and customers.
- 5.

5% D. Represents Madison Public Library in workshops, online forums, and other professional opportunities related to web design and programming.

1. Maintains current awareness of trends in Drupal and Koha, as well as web design, and shares awareness with library staff.
2. Works with Drupal community locally and nationally to improve Drupal based library web sites (For example, see jonlibrary: <http://drupal.org/user/762542/track>)
- 3.
- 4.
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12. Primary knowledge, skills and abilities required:

Requires good professional judgment, knowledge of information systems and library service models and trends.

Requires demonstrated working knowledge of Drupal, PHP, Java/JavaScript, MySQL, X/HTML, CSS, web design principles, as well as good project management and writing skills. Familiarity with Perl preferred.

Requires good writing skills, attention to detail, ability to meet deadlines. Requires good communication skills – position works with public and with staff from multiple locations/departments. Requires presentation and public speaking skills needed for training staff and public. Ability to work well in a team and to lead a team. Ability to provide excellent customer service in person, on the phone and online.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Ability to maintain adequate attendance.

16. Supervision received (level and type):

Direct

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).

Jonathan Muzzall
EMPLOYEE

10/3/11
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).

Tana Elias
SUPERVISOR

10/3/11
DATE

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