

CITY OF MADISON Current POSITION DESCRIPTION for Reclass Request

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

Beth Price

Work Phone: 266-6359

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

Library Assistant

3. Working Title (if any):

ILL Librarian

4. Name & Class of First-Line Supervisor:

Carol Froistad, Library Community Services Manager - Central

Work Phone: 266-5900

5. Department, Division & Section:

Library, Central, Reference & User Services

6. Work Address:

201 W. Mifflin St. Madison WI

7. Hours/Week: 38.75 including evenings and weekends

Start time: End time:

8. Date of hire in this position:

July 28, 2003 for original library assistant position

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

Has grown into it over last 3 to 4 years, but most especially since new InterLibrary Loan software system beginning summer 2008

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10. Position Summary:

Oversee/fine tune software, workflow, training, and procedures for South Central Library System Interlibrary loan clearinghouse functions for 52 libraries in SCLS.

Provide reference service and general assistance to the public in person, via phone and email.

Purchase South Central In-Demand titles as well as titles requested through Interloan that are well suited to being purchased instead of borrowed.

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

60% A. Oversee InterLibrary Loan (ILL) services for the South Central Library System libraries including Madison

1. Design/oversee workflow and procedures for SCLS Interlibrary loan clearinghouse functions
 2. Train and monitor MPL Interloan staff
 3. Create online and print training documents and webinars as well as public information on Interloan procedures for libraries in the South Central Library System
 4. Provide Interloan software and reference support for the 52 libraries in SCLS
 5. Recommend changes in Interloan system and MPL policies to meet needs and reflect changes in processes and use
 6. Customize and troubleshoot the Interloan software
 7. Process Interloan requests
- 30% B. Provide reference service and general assistance to the public in person, via phone and email while helping maintain a safe and welcoming atmosphere in the library
1. Help the public find the information and resources they want
 2. Train and educate the public in the use of the Internet and various databases
 3. Help oversee and educate the public when necessary on appropriate behavior in the library
 - 4.
 - 5.
- 5% C. Purchase South Central In-Demand titles as well as titles requested through ILL that are well suited to being purchased for the library's collection instead of being borrowed
- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- 5% D. Work on teams and attend training to improve library service
- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- % E.
- 1.
 - 2.
 - 3.
 - 4.
 - 5.

12. Primary knowledge, skills and abilities required:

Interpersonal skills to deal effectively with staff from libraries and with customers; ILLiad software, webpage and wiki editing skills; Knowledge of automated library systems such as Dynix and OCLC. Familiarity with collection development; reference/research skills; ability to train staff and the public; ability to address behavior issues calmly and directly

13. Special tools and equipment required:

14. Required licenses and/or registration:

Not required but has MLS

15. Physical requirements: Physical strength, dexterity and acuity in locating, lifting and shelving library materials of varying formats and weights. Ability to maintain adequate attendance.

16. Supervision received (level and type): General,
Reviewed for overall results

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).

Beth Price
EMPLOYEE

11/30/09
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).

Carol Frostad
SUPERVISOR

11/30/09
DATE

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