

CITY OF MADISON POSITION DESCRIPTION – PROPOSED RECLASS

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

Trent Miller
Work Phone: 266-5975

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

Librarian Supervisor

3. Working Title (if any):

Head Bubblerarian/Bubbler and Art Manager

4. Name & Class of First-Line Supervisor:

Tana Elias, Library Media Coordinator/Digital Services & Marketing Manager
Work Phone: 266-4953

5. Department, Division & Section:

Library

6. Work Address:

201 West Mifflin St., Madison WI 53703

7. Hours/Week: 38.75

Start time: Varies End time: Varies

The incumbent may be expected to attend events and provide presentations outside the normal work schedule, including evenings and weekends.

8. Date of hire in this position:

May 2012

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

September 2013

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10. Position Summary:

This is responsible advanced-level professional work responsible for developing, coordinating, and managing The Bubbler at the Central Library, neighborhood libraries, and off-site locations throughout the community. This position also oversees the library's curation, display and acceptance of artwork at all libraries, setting policy and guidelines in the area of programming and art acceptance/display.

The work involves responsibility for identifying community needs, coordinating program development, and developing and maintaining community relations and marketing activities. This work involves a wide range of public contacts and coordinative and procedural activities and considerable discretion and judgment relating to developing partnerships, coordinating the work of other staff, and overseeing Bubbler work in alignment with the library's vision, mission, and service philosophy. This position is responsible for maintaining the Bubbler budget and identifying and securing alternative funding sources.

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

- 45% A. Develop and implement the Bubbler program in all libraries and in the relevant to the vision and mission of Madison Public Library.
1. Develop and maintain community relationships and explore new community partnerships related to The Bubbler, the Media Lab, and art.
 2. Develop, plan, implement and evaluate Bubbler events at all nine libraries and in the community, coordinating the work of staff in all libraries in conjunction with direct supervisors.
 3. Develop, sustain and evaluate partnerships including performers, presenters, educators and artists in order to provide diversity in program offerings.
 4. Work cooperatively with other staff and community partners to implement special programs, series or events.
 5. Negotiate and resolve conflicts of space and equipment.
- 15% B. Develop funding model for ongoing program sustainability.
1. Conduct fundraising and grant-related activities.
 2. Develop fee structure, policies and best practices for program partners, instructors, and staff for Bubbler programs and activities.
 3. Oversee grant-writing, budgeting and reporting for grants related to The Bubbler or art in libraries.
 4. Work with Foundation and other groups to develop grants or privately funded projects in line with the library's mission.
- 15% C. Coordinate marketing and promotion in the agency, including community information efforts which enhance the visibility of Madison Public Library programs, services and activities related to The Bubbler.
1. Oversee marketing and promotion for The Bubbler in conjunction with the library's marketing department, including web, print, and in-person communications.
 2. Respond to media requests and represent the library at public events/to media.
 3. Represent The Bubbler in the Madison community, as well as at a regional and national level, including conferences, workshops and online collaborations.
- 15% D. Coordinate the library's efforts relating to art display and community engagement with art.
1. Exercise professional judgment in recommending the purchase, display, or deselection of art in all Madison Public Library locations.
 2. Advise on policy and procedure matters related to art curation, storage and display.
 3. Create and maintain an inventory of art works owned by the library.
- 10% E. Participate in management-level activities.
1. Serve as an active member of the library's management team.
 2. Participate in the hiring, training, coaching, and disciplining of staff, serving as lead for staff and others working directly for The Bubbler and the Media Lab.
 3. Participate in strategic planning and other management-level organizational planning and evaluation.
 4. Provide effective communication and leadership in building effective teams and responding to change.
 5. Provide leadership in problem-solving; explore and implement system solutions.
 6. Teach and model exceptional customer service skills and techniques

12. Primary knowledge, skills and abilities required:

- Working knowledge of maker and arts based programming, principles, methods, techniques, technology and terminology.

- Working knowledge of practices and procedures relating to the establishment and oversight of community programming, including program administration, negotiation, marketing, media relations, customer relations, and program evaluation principles.
- Ability to utilize current technology and software applicable to the position, and to instruct others in its use.
- Working knowledge of graphic design and layout principles and software.
- Knowledge of the role of the public library in the community
- Working knowledge of the resources and operations of Madison Public Library's nine locations.
- Working knowledge of basic budgeting and recordkeeping procedures and practices.
- Knowledge of the tools, equipment and services applicable to the library, and in conjunction with community partners/presenters.
- Ability to coordinate and oversee the activities of staff and volunteers.
- Ability to manage multiple projects and tasks simultaneously and to give considerable attention to details.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relations with groups, volunteers, the media, employees, co-workers, library customers, program partners, and other members of the public.
- Ability to obtain agreements through negotiation and discussion.
- Ability to prepare and disseminate effective promotional materials and program information.
- Ability to maintain necessary records and prepare complete, accurate and concise reports.
- Ability to work effectively and communicate with persons of various ages and socioeconomic and ethnic backgrounds.
- Ability to work independently and make sound decision with relatively little supervision.
- Ability to interpret, explain and apply Library, facility and program regulations, policies and procedures.
- Ability to maintain adequate attendance.

13. Special tools and equipment required:

None.

14. Required licenses and/or registration:

Possession of a valid driver's license or the ability to meet the transportation requirements of the position.

15. Physical requirements:

The incumbent will be expected to lift up to 50 pounds frequently. In addition, must be able to frequently stand, walk, bend, kneel, stoop, reach overhead and repeatedly lift objects weighing up to three pounds. The incumbent must be able to assist in setting up room arrangements (including moving tables and chairs) and operate equipment. The incumbent will be expected to adjust scheduled hours to lead evening and weekend programs. The incumbent will have to travel to the libraries or other community sites.

16. Supervision received (level and type):

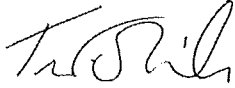
Position will report to and be supervised by the Director of Public Services.

17. Leadership Responsibilities:

This position:	<input checked="checked" type="checkbox"/> is responsible for supervisory activities (Supervisory Analysis Form attached). <input type="checkbox"/> has no leadership responsibility. <input type="checkbox"/> provides general leadership (please provide detail under Function Statement).
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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

2-4-16
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

2-4-16
DATE

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

CITY OF MADISON
Supervisory Analysis Form

This form is to be completed for all supervisory positions and is to become a permanent attachment to the current Position Description for the position. This information will be used to document the nature and extent of the “supervisory” duties assigned and to determine how that will affect the classification of the position.

A “supervisor” is generally defined as an employee who has authority and uses independent judgment to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or to effectively recommend such actions to a higher level authority. A “supervisor” is also usually the first level of resolution of employee grievances. An employee does not need to have authority in each area and does not need to exercise that authority on a regular basis to be considered a supervisor.

General Information:

1. Employee Name (or “Vacant”): Trent Miller
2. Position Class Title and CG/Range: Library Program Coordinator, 18-4
3. Name, Class, and CG/Range of Supervisor: Tana Elias, Library Media Coordinator, 18-10
4. Department/Division/Unit/Section: Library

5. Please list those positions directly supervised:

Class Title	# of Employee	Status (e.g., Permanent/Hourly)	Compensation Group/Range
Media Production Instructor	1	Permanent	32-05
Program Assistant 2 (new in 2016)	1	Permanent	20-12

Please attach organizational chart.

6. NATURE OF SUPERVISION. Please indicate the level of responsibility and authority assigned. If authority does not extend to all those listed in #5, specify exceptions. "Full Responsibility" suggests that the employee performs supervisory activities with a high degree of independence (subject only to administrative review). "Effectively Recommend" means that while a higher level supervisor/manager retains final authority on the matter, the recommendation of the incumbent in this position is generally followed.

Hire/Promote: ☒ Full Responsibility ☐ Effectively Recommend ☐ None

Transfer: ☒ Full Responsibility ☐ Effectively Recommend ☐ None


Assign: ☒ Full Responsibility ☐ Effectively Recommend ☐ None

Layoff/Recall: ☒ Full Responsibility ☐ Effectively Recommend ☐ None

Discipline/Discharge: ☒ Full Responsibility ☐ Effectively Recommend ☐ None

Grievance Handling: ☒ Full Responsibility ☐ Effectively Recommend ☐ None


This information accurately reflects the supervisory responsibilities assigned to this position.



Employee's Signature

2/4/16

Date



Supervisor's Signature

2/14/16

Date