

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
vacant  
Work Phone:
2. Class Title (i.e. payroll title):  
Library Program Supervisor
3. Working Title (if any):  
Community Engagement Coordinator
4. Name & Class of First-Line Supervisor:  
Krissy Wick, Director of Public Services  
Work Phone: 608-266-8685
5. Department, Division & Section:  
Library
6. Work Address:  
201 W. Mifflin St Madison, WI 53703
7. Hours/Week: 77.5 biweekly  
Start time: varies 9:00 am      End time: varies 9:00 pm
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

Within the framework of Madison Public Library's vision and mission, this is responsible, supervisory, professional and administrative work that focuses on community engagement and resource connection affecting the entire Madison Public Library and Madison community. This position specializes in connecting resources not only between the library and outside organizations and community members, but also on connecting organizations and community members city-wide. The work involves responsibility for identifying community needs, coordinating program and service development, and developing and maintaining community relations and marketing activities. This work involves a wide range of public contacts and considerable discretion and judgment relating to developing partnerships, coordinating the work of other staff, and overseeing work in alignment with the Library's vision, mission, and service philosophy. The work will require thorough knowledge of the library's current practices, policies, and programs, as well as a deep understanding of racial equity and social justice and community development issues. The position will serve as part of the Library Management Team, as well as with library teams from neighborhood libraries and youth services staff. Work takes place in library environments and throughout the community.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 30% A. Develop and maintain community relationships and explore new community partnerships.
    1. Attend community meetings and events as a representative of the Library.
    2. Join city-wide teams and initiatives to gain greater insight into issues surrounding Madison's citizens.
    3. Use assessment tools to determine needs of individual communities and community members.
    4. Use evaluation tools to evaluate impact of program and service efforts.
    4. Communicate information gained from community engagement efforts library-wide.
  - 20% B. Provide leadership and serve as a resource on community engagement topics not only for library staff, but for community organizations and community members.
    1. Recognize opportunities for collaborative projects.
    2. Present library resources to community members.
    3. Connect community members and organizations to library resources and staff.
    4. Connect community members and organizations to other appropriate community members and organizations.
  - 20% C. Lead efforts involving diversity, inclusion, and racial equity.
    1. Identify and lead opportunities for staff to participate on teams, projects and other work related to the areas of diversity, inclusion and racial equity, providing work direction, as appropriate.
    2. Provide diversity, inclusion and racial equity consulting and leadership coaching to MPL management.
    3. Lead library efforts to examine all library programs, services and policies using a racial equity and social justice lens.
    4. Present library efforts on diversity, inclusion, and racial equity at meetings, conferences, etc.
  - 10% D. Manage staff and budgets related to community engagement.
    1. Supervise staff members, interns, and volunteers involved in community engagement projects.
    2. Manage operating budget, grants, and donations related to community engagement work.
    3. Maintain communication between other supervisors and staff involved in community engagement work.
  - 10% E. Actively participate in professional development and serve as a resource, trainer and model for library staff and community members.
    1. Assist as a member of teams in library-wide initiatives and planning.
    2. Act as a resource to staff, supporting an environment in the library wherein all staff members are engaged in serving diverse populations.
    3. Maintain knowledge of current racial equity and social justice practices.
    4. Maintain knowledge of current issues facing Madison's communities of color.
    5. Maintain knowledge of current library practices, policies, and programs.
  - 10% F. Perform other duties as needed and/or assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of: practices and procedures relating to the establishment and oversight of community programming and current practices and trends regarding diversity and inclusion in the workplace. Working knowledge of: principles and practices surrounding community building and engagement; cultural and economic issues involved in serving traditionally underserved populations; resources and operations of Madison Public Library's nine locations. Knowledge of the role of the public library in the community. Knowledge of the tools,

equipment and services applicable to the library, and in conjunction with community partners/presenters. Ability to develop and implement major library programs with a high degree of judgment and expertise. Ability to actively participate in the general administration of the Library; to formulate long-range and strategic plans; and to provide management leadership. Ability to plan, develop and direct the programs, functions, and services. Ability to work effectively with diverse and/or underserved individuals and communities in traditional and non-traditional settings; apply racial equity principles and communicate effectively across cultures; develop and maintain relationships with community partners, City staff, library staff, and members of the general public. Ability to perform as a leader and as a collaborative team member. Ability to communicate effectively both orally and in writing with persons of various ages and socioeconomic and ethnic backgrounds. Ability to interpret, explain, and apply Library, facility and program regulations, policies, and procedures. Ability to apply research and professional reading to practice; maintain a flexible approach to assignments and schedules; work independently and exercise sound judgment and discretion in making choices on the spot, if needed. Ability to maintain adequate attendance.

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13. Special tools and equipment required:

14. Required licenses and/or registration:

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

15. Physical requirements:

16. Supervision received (level and type):

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).

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EMPLOYEE

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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

\_\_\_\_\_  
DATE

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