

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: August 25, 2008

TO: Personnel Board

FROM: Gail Glasser, Human Resources

SUBJECT: Librarian Supervisor Positions

At the request of the Library Director, we have conducted a study of two of the five Librarian Supervisor positions (#514 and 504) in Compensation Group 18, range 10, held by C. Froistad and J. Roughen.

Reporting to the Library Director, Librarian Supervisor positions perform responsible supervisory, administrative and professional work across the spectrum of Library programs, operations and services. Work includes developing, planning and implementing library-wide programs and procedures, including services for specialized library programs, and supervising professional and support staff. Three of the five positions in the class perform work consistent with the existing class specification.

Over time the two positions currently under review have been assigned increasingly complex and responsible second-line managerial work in both ongoing programs and program development for new and emerging areas of library services. Two main program areas--community libraries and services to children, and centralized public library services based primarily at the Central Library site--have developed. The two positions have assumed oversight of many areas of Librarian Supervisor responsibilities, including planning, marketing, personnel, and technical services. They have, additionally, been assigned to higher levels of program and facilities planning, with concentration on budget development, fund raising, grant writing, facility design and space allocation. Both positions oversee development and implementation of programs to effectively involve volunteers, library Friends groups, businesses, task forces and neighborhood groups in meaningful collaboration with staff and the Library Board.

Based on the qualitative changes in the Library's work needs and the accompanying leadership assignments, we believe that the positions are comparable in responsibility and required skills to other second-line managerial positions (e.g., Parks Community Services Manager, Monona Terrace Associate Director, Operations Managers in City Engineering, Streets Division and the Water Utility). We therefore recommend a change in classification title and in pay range for the two positions, to Library Community Services Manager, in Compensation Group 18, Range 14, and reallocation of the two incumbents to the new positions.

We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Attachments

cc: Barb Dimick, Library Director

Compensation Group/Range	2008 Annual Minimum (Step 1)	2008 Annual Maximum (Step 5)	2008 Maximum with Longevity
18/10	\$55,127	\$66,253	\$74,204
18/14	\$66,253	\$79,759	\$89,336