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2
3 WAUKESHA COUNTY FEDERATED LIBRARY SYSTEM REORGANIZATION
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6 WHEREAS the Waukesha County Federated Library System is committed to providing quality
7 services to the member libraries in a cost effective manner, and
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9 WHEREAS the Director of the Federated Library System has worked with the Federated Library
10 System Board and with the Human Resources Division of the Department of Administration to
11 reorganize staffing to increase efficiency and decrease cost, and
12

13 WHEREAS there currently are two vacant positions which would allow the reorganization to be
14 completed without adverse impact on staff.
15

16 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
17 that effective the first pay period following final approval of this ordinance, one regular full-time
18 position and one regular part-time position of Library Services Coordinator, Step Range 10, be
19 abolished and one regular full-time position of Library Services Specialist, Open Range 11, be
20 created in the Waukesha County Federated Library System.
21

22 BE IT FURTHER ORDAINED that effective the first pay period following final approval of this
23 ordinance one regular part-time position of Clerk Typist I/II be abolished and one regular full-
24 time position of Clerk Typist II be created in the Waukesha County Federated Library System.
25

26 BE IT FUTHER ORDAINED that effective upon final approval of this ordinance the temporary
27 help be increased by .15 Full Time Equivalent (FTE) from an annual authorized level of .35 FTE
28 to .50 FTE.
29

30 BE IT FURTHER ORDAINED that the classification specification for Library Services
31 Specialist on file in the County Clerk's Office and the Department of Administration be adopted.

WAUKESHA COUNTY FEDERATED LIBRARY SYSTEM REORGANIZATION

Presented by:
Personnel Committee

Kuffeno
Kenneth C. Herro, Chair

absent
Genia C. Bruce

Duane E. Paulson
Duane E. Paulson

Bernard J. Tesmer
Bernard J. Tesmer

absent
Matt Thomas

James D. Williams
James D. Williams

Carol A. Wilson
Carol A. Wilson

Approved by:
Executive Committee

James T. Dwyer
James T. Dwyer, Chair

Patricia A. Haukohl
Patricia A. Haukohl

Kuffeno
Kenneth C. Herro

Mareth K. Kipp
Mareth K. Kipp

Richard L. Manke
Richard L. Manke

Duane Stamsta
Duane Stamsta

Paul G. Vrakas
Paul G. Vrakas

Approved by:
Finance Committee

Duane Stamsta
Duane Stamsta, Chair

James R. Behrend
James R. Behrend

absent
Donald M. Broesch

Genia C. Bruce
Genia C. Bruce

Joe C. Marchese
Joe C. Marchese

Karen J. McNelly
Karen J. McNelly

Ronald V. Rydberg
Ronald V. Rydberg

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: August 17, 2001, Patricia E. Madden
Patricia E. Madden, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved: ✓
Vetoed: _____

Date: 8-20-01, D. M. Finley
Daniel M. Finley, County Executive

QUALIFICATIONS continued
QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the modern principles and practices of professional library science.
2. Comprehensive knowledge of the services, functions, procedures, and resources of public libraries and public library systems including library administration, adult and youth services, interlibrary loan, technical services, and special needs.
3. Comprehensive knowledge of the principles and techniques used in reference research in a public library.
4. Considerable knowledge of the principles and techniques used in material selections.
5. Considerable knowledge of federal and state laws governing the provision of library services.
6. Working knowledge of supervisory and managerial principles and practices.
7. Working knowledge of the use of computers and other technology and their library applications.
8. Ability to analyze library needs and make recommendations for improvement.
9. Ability to locate obscure and specialized material from non-standard sources.
10. Ability to plan, organize, and effectively carry out a variety of diverse and complex assignments.
11. Ability to work independently with little supervision.
12. Ability to keep accurate records and make detailed and comprehensive reports.
13. Ability to establish and maintain effective public and working relationships.
14. Ability to plan, organize, evaluate, and supervise the work of others.
15. Ability to communicate effectively, both orally and in writing.

Training and Experience

1. Graduation from a recognized college or university with a master's degree in library science or library and information science.
2. Four (4) years of responsible professional work experience as a librarian providing a variety of services to patrons.
3. Certification or eligibility to receive certification as a Grade 1 Librarian in the State of Wisconsin.

NOTE: This class spec is an attachment to 156-0-035, recently yellow-coped.

Enrolled Ordinance # click & type
Adopted click & type

LIBRARY SERVICES COORDINATOR SPECIALIST

FUNCTION OF THE JOB

Under direction, to perform work in planning, developing, and evaluating Federated Library System adult and/or youth services; to assist in the development and administration of library system policies and programs; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Plans, develops, implements, and evaluates Federated Library System services including reference, interlibrary loan, and youth services.
2. Coordinates and evaluates the System's reference and interlibrary loan services, including supervision of staff and collection and analyses of program data.
3. Consults with member libraries; assesses member library needs; and provides advice and expertise in establishing and improving library services such as reference, circulation, cataloging, materials selection, collection development, programming, professional development, staffing, and library policies and procedures.
4. Plans, develops, coordinates, and administers the System's summer library programs and selects, supervises, and evaluates the program workers.
5. Identifies, develops, and coordinates continuing education, in-service training, certification, and workshops for member libraries and member library trustees.
6. Assists in interpreting the Federated Library System and its policies, procedures, and services and acts as a liaison representing the Director of Federated Library System with other libraries, professional organizations, schools, and the public.
7. May plan, assign, review, and supervise the work of a small staff in the area of reference and interlibrary loan.
8. Provides expertise in researching difficult reference inquiries from member libraries including conducting data base searches. Serves as certification officer for state required certification of member library directors according to Wisconsin State Statutes.
9. Prepares long and short range plans for library services and staffing levels; and assists in the preparation and administration of the library budget; and administers the department's Business Continuity Plan.
10. Plans, develops, and administers federal and other grant projects; researches grant opportunities; applies for grants; and assists member libraries in obtaining grant funding.
11. Negotiates and administers contracts for continuing education services, summer youth staff, and reference and database searching services.
12. Promotes interlibrary communication by providing information through the System Newsletter, other publications, and involvement in professional organizations.
13. Prepares, maintains, and presents a variety of detailed and comprehensive records, reports, and recommendations.
14. Establishes and maintains effective public and working relations with member libraries, System Board members, schools, County, State, and local agencies, community organizations, and the public.
15. Performs other duties as required.

LIBRARY SERVICES COORDINATOR

FUNCTION OF THE JOB

Under direction, to perform work in planning, developing, and evaluating Federated Library System adult and/or youth services; to assist in the development and administration of library system policies and programs; and to perform other duties as required.

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1. Plans, develops, implements, and evaluates Federated Library System services including reference, interlibrary loan, and youth services.
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4. Plans, develops, coordinates, and administers the System's summer library programs and selects, supervises, and evaluates the program workers.
5. Identifies, develops, and coordinates continuing education, in-service training, certification, and workshops for member libraries.
6. Assists in interpreting the Federated Library System and its policies, procedures, and services and acts as a liaison with other libraries, professional organizations, schools, and the public.
7. May plan, assign, review, and supervise the work of a small staff in the area of reference and interlibrary loan.
8. Provides expertise in researching difficult reference inquiries from member libraries including conducting data base searches.
9. Prepares long and short range plans for library services and staffing levels; and assists in the preparation and administration of the library budget.
10. Plans, develops, and administers federal and other grant projects; researches grant opportunities; applies for grants; and assists member libraries in obtaining grant funding.
11. Negotiates and administers contracts for continuing education services, summer youth staff, and reference and database searching services.
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13. Prepares, maintains, and presents a variety of detailed and comprehensive records, reports, and recommendations.
14. Establishes and maintains effective public and working relations with member libraries, System Board members, schools, County, State, and local agencies, community organizations, and the public.
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QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the modern principles and practices of professional library science.

QUALIFICATIONS

Essential Knowledge and Abilities, Continued

2. Comprehensive knowledge of the services, functions, procedures, and resources of public libraries and public library systems including library administration, adult and youth services, interlibrary loan, technical services, and special needs.
3. Comprehensive knowledge of the principles and techniques used in reference research in a public library.
4. Considerable knowledge of the principles and techniques used in material selections.
5. Considerable knowledge of federal and state laws governing the provision of library services.
6. Working knowledge of supervisory and managerial principles and practices.
7. Working knowledge of the use of computers and other technology and their library applications.
8. Ability to analyze library needs and make recommendations for improvement.
9. Ability to locate obscure and specialized material from non-standard sources.
10. Ability to plan, organize, and effectively carry out a variety of diverse and complex assignments.
11. Ability to work independently with little supervision.
12. Ability to keep accurate records and make detailed and comprehensive reports.
13. Ability to establish and maintain effective public and working relationships.
14. Ability to plan, organize, evaluate, and supervise the work of others.
15. Ability to communicate effectively, both orally and in writing.

Training and Experience

1. Graduation from a recognized college or university with a master's degree in library science or library and information science.
2. Four (4) years of responsible professional work experience as a librarian providing a variety of services to patrons.
3. Certification or eligibility to receive certification as a Grade 1 Librarian in the State of Wisconsin.

FISCAL NOTE

WAUKESHA COUNTY FEDERATED LIBRARY SYSTEM REORGANIZATION

This ordinance authorizes the abolishment of one full-time and one part-time (0.75 full time equivalent) Library Services Coordinator position and the creation of one new full-time Library Services Specialist position. The abolished positions are compensated at Range 10 of the Step Plan (\$42,547 - \$54,418 annually), and the new position would be compensated at Range 11 of the Open Plan (\$51,982 - \$63,907 annually). The ordinance also authorize the abolishment of a part-time (0.75 full-time equivalent) Clerk Typist I/II position (\$20,613 - \$25,301 annually) and the creation of full-time a Clerk Typist II position (\$22,384 - \$25,301 annually). The Federated Library System plans to offset a portion of the staff reduction with an increase in temporary extra help hours equating to 0.15 full-time equivalent at approximately \$4,500 annually.

The estimated payroll savings associated with this reorganization net of the additional extra help expense are projected at approximately \$12,000 for the remainder of fiscal 2001 and \$43,000 in fiscal 2002.



Lawrence M. Dahl
Accounting Services Manager

LMD
7/24/01

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156-0-035

WAUKESHA COUNTY BOARD OF SUPERVISORS

V

DATE-08/14/01

(ORD) NUMBER-1560035

1 K. HERRO.....AYE
3 D. STAMSTA.....AYE
5 J. MARCHESE.....AYE
7 J. JESKEWITZ.....AYE
9 S. WOLFF.....AYE
11 B. TESMER.....AYE
13 E. LA MONTE.....AYE
15 D. SWAN.....AYE
17 J. BEHREND.....
19 C. SEITZ.....AYE
21 W. KOLB.....AYE
23 E. KRAUS.....AYE
25 K. CUMMINGS.....AYE
27 D. PAULSON.....AYE
29 J. MAAS.....AYE
31 V. STROUD.....AYE
33 P. GUNDRUM.....AYE
35 K. McNELLY.....AYE

2 C. WILSON.....AYE
4 D. MEISSNER.....AYE
6 D. BROESCH.....
8 J. DWYER.....AYE
10 P. HAUKOHL.....AYE
12 J. WILLIAMS.....AYE
14 J. LA PORTE.....AYE
16 R. MANKE.....AYE
18 J. ARNDT.....AYE
20 M. KIPP.....AYE
22 G. BRUCE.....AYE
24 R. RYDBERG.....AYE
26 P. VRAKAS.....AYE
28 P. JASKE.....AYE
30 M. THOMAS.....
32 C. WICHGERS.....
34 R. SINGERT.....AYE

TOTAL AYES-31

TOTAL NAYS-00

CARRIED X

DEFEATED _____

UNANIMOUS X

TOTAL VOTES-31