



MILWAUKEE
PUBLIC LIBRARY

Librarian I/Librarian II
Temporary Full Time Appointment / 90 Days
Various MPL Locations

INTRODUCTION

Under the direct supervision of the Library Services Manager, the Librarian II/I performs basic bibliographic, reference, reader advisory and program work at neighborhood branch libraries in the MPL system.

ESSENTIAL FUNCTIONS

- Assists patrons in the selection and location of print and non-print materials and information, and in the use of the online catalog, electronic databases, the Internet, microform, and other indexes, bibliographies, and reference tools.
- Proactively assists the public with self-service resources including checkout, photocopiers, printers, computers, software applications, e-commerce, online registration, and holds-pickup.
- Conducts thorough reference interviews; performs reference services usually of a complex nature.
- Provides readers' advisory service to patrons using appropriate reference tools and personal and professional knowledge of readers, collections, genres, popular and newsworthy titles.
- Conducts interviews to determine reading interests to facilitate appropriate recommendations.
- Alerts patrons to community organizations and functions, which may be of assistance to them.
- Writes reviews. Sets up displays or regular exhibits.
- Plans and implements the development of the collection. This includes selecting books, pamphlets, documents, periodicals, multimedia, electronic reference resources, and other related materials.
- Evaluates the collection in terms of value, obsolescence and physical condition.
- Organizes and/or classifies library materials requiring the highest degree of knowledge and competence.
- Determines needs in the area served for the purpose of using these resources and those of the library to meet patron needs.
- Initiates, plans, and promotes programs to disseminate information about library materials and services available to individuals and groups in the community.
- Prepares media lists and bibliographies, prepares material for publication.
- Serves as liaison to the community in actively promoting special library services and resources.
- Maintains contact with community groups to inform them of library services.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

Librarian II

1. Master's degree in Library Science or an equivalent degree from an American Library Association (ALA)-accredited graduate library school.
2. Two years of successful post-MLS librarian experience in a public library.

Librarian I

1. Master's degree in Library Science or an equivalent degree from an American Library Association (ALA)-accredited graduate library school.

CURRENT SALARY

Librarian II

Wage Rate: \$2,400-\$2,652 bi-weekly

Resident Wage Incentive: \$2,472-\$2,732 bi-weekly

Librarian I

Pay Range 2EN

Wage Rate: \$2,243-\$2,488 bi-weekly

Resident Wage Incentive: \$2,310-\$2,562 bi-weekly

CONDITIONS OF EMPLOYMENT

This opportunity is for a **Temporary Appointment** which may expire at any time and is limited to a period of 90 days. A **Temporary Appointee** is ineligible for paid holidays, sick leave, vacation, or other benefits while serving in a **Temporary Appointment**. Selected candidates may be assigned to work at multiple MPL locations. This position will not lead to a permanent, regular appointment with the City of Milwaukee.

Please be advised that all employees are required to have received either both doses of the Moderna or Pfizer or one dose of the Johnson & Johnson vaccine prior to their employment start date or have an approved religious or medical accommodation prior to their employment start date. You can find further information relative to the City's Covid-19 Vaccination Policy [here](#).

HOURS & LOCATIONS

Schedule: This position works 40 hours per week, rotating shifts between the hours of 9:00am to 8:00pm, Monday – Saturday including daytime, evening, and weekend hours. Additionally, select Milwaukee Public Library locations are open on Sundays from 1:00 – 5:00pm October through May.

Locations: A full list of Milwaukee Public Library locations can be found at <https://mpl.org>

HOW TO APPLY

Interested applicants may apply by submitting a cover letter and resume to MPLJobs@milwaukee.gov. The Milwaukee Public Library is looking for candidates who can start as soon as possible. Application submissions will remain open until position has been filled.