

**CITY OF NEW ORLEANS  
CIVIL SERVICE FORM  
EXTRAORDINARY OR SUPERIOR QUALIFICATIONS, EXPERIENCE, CREDENTIALS**

Please complete this form and attach the posted job announcement and verifiable documentation of extraordinary qualifications, experience, and/or credentials. If it is a provisional employee, please submit a prior announcement. Make sure you have vetted the candidate pool to determine how many candidates possessed extraordinary qualifications. Please keep a copy for your records and send a copy of the form to the Civil Service department for the employee's official personnel file. Do not enter this increase in ADP until you have filled out this form.

**Appointing Authority Name:** \_\_\_\_\_ **Charles Brown** \_\_\_\_\_  
**Appointing Authority Department:** \_\_\_\_\_ **Library** \_\_\_\_\_  
**Appointing Authority Phone Number:** \_\_\_\_\_ **504-596-2600** \_\_\_\_\_  
**Appointing Authority E-mail:** \_\_\_\_\_ **cbrown@nolalibrary.org** \_\_\_\_\_

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Adrienne Strock

**Current Class** (if current employee): Librarian II (C6531)

**Proposed Class:** Program Coordinator (C6533)

**Is this a promotion or a new hire?** Promotion

**What is the new job class?** Program Coordinator (C6533)

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 8/3/18 to 9/28/18

**How position was advertised:** Civil Service Website, Library Website, ALA website

**Date of appointment:** TBD      **Type of appointment** (provisional, etc.): Probationary

**Detailed position description:**

Under the direction of the Deputy Director, oversees the managerial and administrative functions of the Programming, Outreach, and Program Partnerships Division of the New Orleans Public Library; develops priorities, goals, and metrics for the division, and system-wide initiatives that are community, mission, and strategically driven; serves as a member of the administrative team; works closely with library staff, partners, and administrative staff to collaboratively support New Orleans Public Library initiatives.

- Manages and oversees administrative functions of the Programs, Outreach, and Program Partnerships Division of the New Orleans Public Library;
- Through surveys, community needs assessments, and other means, ensures that present and future programs, partnerships, and outreach priorities reflect community needs and actively engage the community including the disenfranchised citizens of our community;
- Develops a program partnership plan and establishes partnership priorities that align with established strategic initiatives and priorities;
- Develops and maintain and existing partnerships and community collaborations;
- Identifies and develops new key library partnerships for system-wide initiatives;
- With a focus on the Library's mission, strategic plan, and equity initiatives, develops priorities and goals for the system-wide programs, outreach, and partnerships;
- Provides guidelines, recommendations, and support for branch programs, outreach, and partnerships;
- Looks at system-wide and local library programming, outreach, program partnerships with an equity and inclusion lens;
- Works with branch or regional managers to develop metrics for program planning, outcome-based program metrics, and post-program evaluations;
- Develops, builds, and supervises the POP team which includes the Early Literacy Librarian, the Outreach Coordinator, the Digital Literacy and Inclusion Librarian and assigned Library Associates;

- Compiles and shares relevant statistical reports;
- Acts as an advisor to program teams;
- Maintains an awareness of current library issues and trends by reading professional and related literature and attending workshops, conferences, and courses;
- Serves as a member of the New Orleans Public Library administrative team with a collaborative spirit and a big picture mindset;
- Prepares budget requests for the division, monitors budget, works with business office to ensure budget protocol is met;
- May work with Friends, other library and municipal organizations, or non-profits and partner organizations to develop and administer grants related to the Programs, Outreach, and Program Partnerships Division.
- Stays informed about NOPL services and activities;
- Serves on system-wide or community teams and taskforces as needed;
- Other duties as assigned.

## QUALIFICATIONS

**How many applicants were on the eligible list?** 14; 5 candidates declined to be considered. We interviewed 4 – Jared Mills, Cynthia Oser, Aime Lohmeyer and Adrienne Strock. 5 candidates we chose not to interview after comparing and ranking applications.

### **How many of them possessed this extraordinary qualification (described below)?**

Of those that were considered, none matched Ms. Strock's length of post-MLIS degree professional service (15 years, 3 months) and uniquely combined experience.

#### **1. Minimum qualification(s) exceeded and description of credential(s) (experience, education, certifications, etc.) that exceed(s) the minimum qualification(s):**

<b>Minimum Qualification (from job announcement)</b>	<b>Employee's Qualification that exceeds the minimum</b>	<b>Details (university, location, relevance, etc.)</b>
1) Four (4) years of full-time experience as a professional librarian which must have been gained after receipt of a Master's Degree from an accredited graduate school	Fifteen (15) years of full-time experience as a professional librarian post-Master's degree	Degree earned from Kent State University, Kent Ohio, 2003
2) Two (2) years of this experience must have been in either a supervisory capacity or in a programming capacity responsible for the development and implementation for system wide programming	Five (5) years of experience at previous libraries at the Library Manager 2 level or higher; Ten+ (over 10) years of supervisory experience; Six+ (over 6) years of experience overseeing system-wide programming initiatives	Experience supervising as many as 18 staff in a role; experience managing staff at up to 5 library locations; staff supervision experience includes paraprofessional staff, librarian staff, and grant-funded staff; Experience overseeing system-wide programs and initiatives including summer reading programs (for up to 29 libraries); the Big Read, a National Endowment for the Humanities initiative, writing contests, and many other multi-library programs.
3) Preferred Qualifications  Experience in creating and designing programs and delivering outreach	Preferred Qualifications  Fifteen (15) years of experience  Six (6) years of experience	Experience starting new departments and defining goals, departmental objectives, and departmental statements and plans; experience developing programming, partnership, and outreach plans for departments; significant experience developing and coordinating system-wide programs and other projects; experience leading

Experience overseeing system-wide projects and initiatives		
Experience leading teams of staff with fluid roles covering a wide range of skills and responsibilities	Four (4) years of experience	
Experience with grant writing and grant execution	Two+ (over 2) years of experience	
Experience managing multiple budgets	Four+ (over 4) years of experience	
Experience developing goals, plans, and metrics for library departments or system-wide initiatives	Four+ (over 4) years of experience	
Experience developing system wide meaningful, strategically oriented partnerships with community-based organizations	Four+ (over 4) years of experience	supervisees and committees on projects across multiple library locations; experience writing, developing, implementing, and reporting for grants; experience managing multiple library and grant budgets including multiyear, multimillion dollar grant budgets; experience establishing and implementing departmental goals, experience developing and implementing strategic plans for a library system; experience developing departmental objectives for a library system's performance evaluations; experience developing metrics, statistical tools, assessment tools and reporting structures for system-wide initiatives; experience developing multiple partnerships with community-based organizations, non-profits, government departments; museums, educational institutions, corporations, funders.

**2. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:**

The candidate has a unique combined experience that would be difficult to find in one candidate. That experience includes:

- Five years of experience at the Library Manager 2 level or higher.
- Successfully developing new system-wide departments for two other libraries;
- Overseeing system-wide programs, partnerships and outreach at other library systems with anywhere from 17-80 library branches.
- Experience at top, nationally recognized libraries receiving national awards such as Library of the Year and Five Star Library Ratings by *Library Journal* and recipients of the Institute of Museum and Library Services Medal (Cuyahoga County Public Library, Chicago Public Library, and Nashville Public Library).
- Experience working at urban public libraries including the New Orleans Public Library, the Chicago Public Library, at the Nashville Public Library. The candidate also has experience in with urban populations while in county library systems both on the border of East Cleveland at the South Euclid Lyndhurst Branch of the Cuyahoga County Public Library and at the Guadalupe Library (in small city surrounded by the city of Phoenix and Tempe) at the Maricopa County Library District.
- Involvement in national organizations and projects including:
  - Publishing articles and book reviews in reputable library magazines, book review magazines, and blogs
  - Presenting at national and local conferences and through webinars
  - Serving on taskforces for divisions of the American Library Association and other innovative, nationally recognized consortiums and communities of practice for libraries and museums at a national level

**3. How are the duties of the position relevant to the advanced qualification?**

The candidate has direct experience that is integral the success of the department and that strongly correlate with the job duties for the position. This is highlighted in the details section of question one question as well as directly above.

**4. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.**

The library will get knowledge of, insights on, and experience with successful implementation of departmental projects based on the candidate's experience and success at other urban, nationally recognized libraries. Given that the candidate already has five years of experience at the Library Manager 2 level or higher, that experience comes with the ability to develop a new department at a faster rate. The candidate is also an internal applicant, so less time will need to be spent learning about new policies, procedures, and workplace culture. She will be able to accomplish more right away than an external candidate could, so the library will see results and success sooner.

Lastly, in the recent Classification and Compensation study, the city of Nashville is listed on page 3 as one of the cities with a comparative market match for play plans. The salary range for a Library Manager 2 in Nashville is currently \$63,058.31-\$85,128.72 (<https://www.governmentjobs.com/careers/nashville/classspecs/49010>); however, the Programs, Outreach, and Partnerships Coordinator position (class code 6533) is more comparable to one of their Library Administrator positions, which has a salary range of \$80,185.61-\$120,278.40 (<https://www.governmentjobs.com/careers/nashville/classspecs/49004>).

**5. List other departmental employees in this classification. Do they also possess the exceeded qualification and is it job related? Please attach copies of this form for people with the same or equivalent extraordinary qualifications.**

Mary Ann Marx, Missy Abbott, Kirsten Corby, Emily Painton, and Christopher Nulph are all Regional Managers which shares the same class number as this position. However, their job descriptions and qualifications are a little different. Additionally, this position serves as a member of the Library's Administration Team which these staff do not. There are some equivalencies in play but all make more than the requested rate.

**Rate granted (in steps; % must be in increments of 1.25):** \_\_\_\_ PG 84 step 11 at \$62,390.00 \_\_\_\_

**Appointing Authority Signature:** \_\_\_\_\_

*Charles M. Brown*