



Office of Human Resources
Librarian - LA1280
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General Statement of Duties

Provides library and reading services for children and young adults involving specialized programming and reading outreach, and selection and maintenance of materials and collections appropriate to age grouping.

Distinguishing Characteristics

This class performs general reference and research, reader's advisory services, collection maintenance, and provides cultural and learning events. This class is distinguished from the Senior Librarian which provides supervision for staff and administrative areas, resolves operational problems, and implements and interprets policies and procedures developed by higher level managers. This class is distinguished from the Catalog Librarian which is a specialized, internal facing position which provides expertise of cataloging materials.

Level of Supervision Exercised

None

Essential Duties

Performs general reference and research, reader advisory services, and assists library customers with technology and other library equipment.

Assists in maintaining departmental and branch collections, including weeding and transfer of materials and recommending additional purchases.

Contributes to and supports the library customer service mission through providing in person, online, and telephone library services, analyzing customer needs and referring them to appropriate resources.

Researches subject requests to verify information/subject and material location in the Denver Public Library through various online sources, databases, or in collections of other libraries and orders materials using interlibrary loan.

Assists in directing and training shelvers, clerical staff, paraprofessionals and volunteers in library and agency procedures.

By position develops community partnerships and implement library programs and outreach events.

By position performs circulation duties such as issuing library cards, charging, discharging, renewing materials and negotiating fines for overdue and loss materials.

By position maintains Children's or Young Adult Collections, presents and selects books for reading programs and read aloud activities for birth to five year olds their parents and teachers. Coordinates summer reading programs and offers youth a variety of informal learning programs and activities. Conducts outreach events and develops partnerships with community and educational entities serving youth.

By position performs 24/7 online reference chat, trains library staff in the use of reference resources and best practices, and provides more in depth research, including but not limited to small business assistance, patent research, student research assistance and government documents expertise with groups and individual one on one appointments.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technology Application - Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Knowledge & Skills

Knowledge of library operations sufficient to be able to maintain a specific collection of materials.

Skill in developing and promoting activities for the department.

Education Requirement

Master's Degree in Library Science from an American Library Association accredited program.

Experience Requirement

One (1) year of experience solving problems and providing customer service to business or public clients.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Licensure & Certification

None

Working Environment

For DPL Positions Specifically:

Potential exposure to infections and contagious diseases.
Subject to varying and unpredictable situations.
Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Handles absentee replacement on short notice.
Handles emergency or crisis situations.
Personal Safety: aware of surroundings, people, and events.

Level of Physical Demand

For DPL Positions Specifically:
2-Light (10-20 lbs.) to 4-Heavy (50-100 lbs.)

Physical Demands

For DPL Positions Specifically:

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: Remaining in a stationary position.
Reaching: Extending the hands, arms, or other device in any direction.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Fingering: Picking and pinching, through use of fingers or otherwise.
Talking: Communicating ideas or exchanging information.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Repetitive Motions: Making frequent or continuous movements.
Eye/hand/foot coordination: Performing work through using two or more body parts or other devices.
Walking: Ability to move or traverse from one location to another.
Carrying: Transporting or moving an object.
Pushing: Exerting force upon an object so that it moves away from the person.
Pulling: Exerting force upon an object so that it is moving to the person.
Balancing: Maintaining equilibrium.
Stooping: Positioning oneself low to the ground.
Kneeling: Assuming a lowered position.
Crouching: Positioning body downward and forward.
Lifting: By Position, may move objects 10-20 pounds, 20-50 pounds, or 50-100 pounds from one level to another.
Standing: Remaining in a stationary position.
Written Comprehension: Ability to discern the meaning of written words.
Neck Flexion: Perceiving objects located above or below.
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
Kneeling: Assuming a lowered position.

Background Check Requirement

Criminal Check
Education Check

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: A-807

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: