



Office of Human Resources  
Librarian Senior - LA1310  
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### General Statement of Duties

Supervises library staff, performs reader guidance and reference services, coordination of interlibrary loan and outreach programs and assists management in the maintenance of the branch/departmental library collection.

### Distinguishing Characteristics

This class supervises library staff, organizes and coordinates program events and library outreach. It is distinguished from the Senior Special Collection Librarian, which develops assigned portions of the collection, anticipates trends, analyzes usage, and proposes collection development based on information gathered. It is further distinguished from the Librarian which does not perform supervision duties and is subordinate to this classification.

### Level of Supervision Exercised

Supervises two or more employees who do not supervise.

By position, supervises first-line clerical level supervisors.

### Essential Duties

Supervises, organizes and coordinates location specific events, library outreach, and related projects

Contributes to and supports the library customer service mission through providing coverage of the public desk and telephone, analyzing customer needs and referring them to appropriate resources.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides on-going feedback regarding levels of performance and formally evaluates employees in relation to performance.

Resolves operational problems and supervises the administrative area such as coordination with other entities, unforeseen procedural problems, and staff interface with affected customers or groups.

Maintains branch/departmental collections, weeding and transfer of materials, and recommending additional purchases.

Performs general reference subject research, reader guidance services, prepares bibliographies and booklists, and assists library customers in the use of Library technology and equipment.

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

Directs and trains Librarians, paraprofessionals, shelvers, clerical staff, and volunteers in library and agency procedures.

Assists in monitoring, requisitioning, and coordinating general building maintenance, equipment and supplies.

Assists in monitoring fire, safety and security systems and training staff in safety and security procedures.

Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned function or unit.

Some positions perform circulation duties such as issuing library cards, charging, discharging, renewing materials, and negotiating fines for overdue and lost materials.

Performs liaison duties in the absence of the Manager.

Performs other related duties as assigned or requested.

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.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Manages And Organizes Information** - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

**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.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### **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**

Two (2) years of professional library experience.

### **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 on 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  
Employment Verification

Education Check

**Assessment Requirement**

None

**Probation Period**

None

**Class Detail**

**Pay Grade: A-809**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**