



Office of Human Resources  
Librarian Special Collection - LA1315  
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### General Statement of Duties

Assists in the development and maintenance of a special library collection requiring specialized handling, security, and subject expertise, and performs reader advisory and reference services.

### Distinguishing Characteristics

This class provides in depth research assistance, prepares bibliographies and booklists for distribution to customers, other library systems, and community organizations. It is distinguished from the Children's Collections Specialist, which works closely with Department and Branch managers to interpret and implement the Children's Library collection development plan.

### Level of Supervision Exercised

By position, performs first line supervisory over two or more employees who do not supervise.

### Essential Duties

Provides in depth research assistance, prepares bibliographies and booklists for distribution to customers, other library systems, and community organizations, and refers customers to appropriate resources within the collection.

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.

Provides expertise in collection areas such as document and manuscripts, rare books, photographic records, maps of record, art, Military and Western history, and genealogy, and implements conservation and preservation measures for subject area materials.

Develops assigned portions of the collection, researches available materials, anticipates trends, analyzes usage, and proposes collection development based on information gathered.

Implements collection security and preservation measures, and ensures that all protocols are followed.

Organizes and participates in outreach programs and library related projects, including conducting tours of the library.

Assists in directing and training shelvers and volunteers in methodologies and procedures for maintenance and security.

By position, maintains a computerized index of departmental acquisitions and holdings, research bibliographic records, and assist in classifying collection materials.

By position, performs first line supervisory over two or more employees who do not supervise.

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.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

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.

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.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Knowledge & Skills**

None

**Education Requirement**

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

**Experience Requirement**

Two (2) years of professional librarian experience including one year of experience working with records, processes, maintenance, and preservation of materials.

**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-808**

**FLSA Code: Y**

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

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**