



Office of Human Resources
Librarian Special Collection Senior - LA1316
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General Statement of Duties

Responsible for development and maintenance of a special library collection requiring specialized handling, security, and subject expertise, performs reader guidance and reference services, supervises assigned staff, and performs supervision of the department in the absence of the manager.

Distinguishing Characteristics

This position develops assigned portions of the collection. Anticipates trends and analyzes usage, and proposes collection development based on information gathered along with supervision responsibilities. It is distinguished from the Special Collection Librarian, which provides in depth research assistance, prepares bibliographies and booklists for distribution to customers and other library systems.

Level of Supervision Exercised

Supervises two or more employees who do not supervise.

Essential Duties

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

Resolves operational problems in supervising the department such as coordination with other entities, unforeseen procedural problems, and staff interface with affected clients or groups.

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.

Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.

Directs and trains shelvers and volunteers in methodologies and procedures required for maintenance and security.

Develops and contacts sources for collection of specific materials, and assists in their acquisition.

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.

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 functions or unit.

Assists the manager in developing and implementing collection security and preservation measures, and ensures that all protocols are followed.

Maintains computerized database records of collection information, researches bibliographic records, and classifies and assigns cataloging numbers to collection materials.

Assists in the development of departmental budgets.

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.

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.

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

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of the national and international library standards, practices, and procedures sufficient to be able to ensure adherence to guidelines.

Knowledge of specialized library collection criteria sufficient to be able to develop and maintain a collection of specialized materials.

Education Requirement

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

Experience Requirement

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

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
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: