



Office of Human Resources  
Library Outreach Specialist - LA1305  
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### General Statement of Duties

Identifies potential outreach service areas for the Denver Public Library and develops and implements specialized community outreach programs.

### Distinguishing Characteristics

This class identifies potential outreach service areas for the Denver Public Library and develops and implements specialized community outreach programs; and is distinguished from the class of Outreach Librarian that performs community outreach activities promoting library services, and performs reader guidance, reference services, and collection maintenance duties.

### Level of Supervision Exercised

By position, performs lead work.  
By position, supervises clerical and/or technical staff.

### Essential Duties

Develops and implements educational, cultural, and library services outreach programs for Denver Public Library, which includes initiating community contacts, organizing focus groups and advisory councils, and making presentations.

Researches and compiles statistics on demographic factors, economic conditions, and physical locations for all service areas, analyzes data, prepares reports and recommendations, and develops and implements specialized programs to meet the needs of specific communities.

Assists various community branches and clusters through promotion of their services and programs to increase library use in the community.

Prepares information, coordinates distribution of publications promoting library services, and may need to create and present supplemental or specialized materials using a variety of audio visual techniques and equipment.

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

Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

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.

Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Allocates resources within the supervised function in accordance with work requirements and budget constraints.

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**

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

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.

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.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

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.

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

**Knowledge & Skills**

Knowledge of statistical research and evaluation methods sufficient to be able to collect and compile information, analyze data, and formulate recommendations based on data analysis.

Knowledge of methods and elements of design and composition of printed or audio visual materials sufficient to be able to create and compose a variety of supplemental materials and presentations.

Knowledge of marketing strategies sufficient to be able to promote events, activities, or membership.

**Education Requirement**

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

**Experience Requirement**

Three (3) years of professional experience performing community outreach work in a library or educational context.

**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-808**

**FLSA Code: Y**

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

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**