

Career Service Authority

City Librarian

Revised Date / /
Revised By Don Braden
FLSA Code Exempt
Est. Date 09/16/95

General Statement of Duties

Provides leadership, direction and planning for all aspects of the operation of the Denver Public Library and acts as the primary spokesperson in support of the library's constituencies.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Plans and directs the overall operation of the Library and its branches including development of an effective organizational structure, formulation of policies and procedures and delegation of operational responsibilities.
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
 - *Skill in developing and implementing policies and procedures relative to the work assignment.*
 - *Knowledge of management techniques and practices sufficient to be able to delegate responsibility to subordinate supervisors.*
2. Contributes to the library customer service mission by assisting library customers and staff as needed and requested.
 - *Skill in communicating and establishing effective working relationships with other employees, organizations and the public.*
3. Directs formulation of the annual budget.
 - *Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibility as required.*
4. Designs an organizational approach for the orientation, training, and development of employees that ensures the long range capability of the organization to function effectively.

- *Knowledge of employee development principles and practices sufficient to be able to ensure organizational commitment and direct the development of organizational programs for staff development and to incorporate employee development in all long range planning, reorganizations, and work directives.*
- 5. Contributes to the library customer service mission by assisting library customers and staff as needed and requested.
 - *Skill in communicating, and establishing effective working relationships with other employees, organizations and the public.*
- 6. Creates and maintains positive support for the Library through effective and efficient library operations and active communication with the Friends of the Library Foundation, elected officials, civic groups, the media and the general public.
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, influence and solicit cooperation, and seek and obtain support for various programs or policies.*
 - *Knowledge of marketing strategies sufficient to be able to manage public relations and facilitate information to the public through media.*
- 7. Develops and recommends to the Library Commission long- and short-term 'plans to achieve organizational goals and directs necessary program adjustments based on operating outcomes.
 - *Skill in establishing objectives, policies, and procedures to ensure the agency's mission is fulfilled.*
- 8. Develops and expands programs to provide quality public service based on analysis of customer needs and adopts technological innovations and operating methods to ensure quality information services.
 - *Skill in developing and implementing policies and procedures relative to the work assignment.*
 - *Skill in establishing objectives, policies, and procedures to ensure the agency's mission is fulfilled.*
- 9. Formulates practical approaches for stabilizing and expanding the funding base for services to the public.
 - *Knowledge of fund raising practices and techniques sufficient to be able to provide information concerning alternative sources of funding.*

10. Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed, nor do the listed examples include all duties that may be found in positions of this class. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.

Job Requirements

Level of Supervision

Supervises library service directors.

Guidance and Decision Making

Work involves creating and establishing objectives for an agency to fulfill the agency's mission or purpose for which it was established. Divisions or units are created and/or modified to meet these objectives. Employee is responsible for managing a variety of complex divisions or a city wide function in which several projects may be in progress and multiple divisions may be involved. Duties performed involve many abstract factors to be evaluated and weighed, requiring a high degree of concentration, analytic ability, judgment, and decision making. Work may be reviewed by the Mayor, a cabinet member, a commission or a board.

Interpersonal Communications

Contacts where the exchange of information, support, influence, and cooperation may have a very significant impact on the-programs and policies of the organization.

Physical Demands

Sitting: remaining in the normal seated position.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling. seizing, holding, grasping or otherwise working with hand(s)
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.

Vision Requirements

Near Acuity: ability to see clearly at 20 inches or less.
Accommodation: ability to adjust vision to bring objects into focus.

Mental Demands

Mathematical Reasoning
Memorization
Oral Comprehension
Spatial Orientation
Written Comprehension

Working Conditions

Contact with patients under a wide variety of circumstances
Subject to varying and unpredictable situations
Subject to many interruptions
Subject to long irregular hours
Pressure due to multiple calls and inquiries

Minimum Education

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

Minimum Experience

Three years of management experience in a large library or library system, including two years of supervisory experience.

Equivalency

Additional appropriate education may be substituted for one year of the minimum experience requirement.