



Office of Human Resources  
City Librarian – OA3346  
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### General Statement of Duties

Directs the overall operations of the Denver Public Library system, establishes a multi-year vision and strategic plan for the Library, optimizes resource allocations, and ensures the Library accomplishes annual goals and strategic initiatives.

### Distinguishing Characteristics

There are three Library management classes (Library Manager, Library Director, and City Librarian). The Library Manager is a first level management class. A Library Manager oversees work groups/areas within a division and is generally responsible for supervising first or second line supervisors and/or individual contributors. A Manager position is operationally and/or functionally focused as well as strategically focused.

The Library Director is a mid-level management class. A Library Director manages a division and is generally responsible for supervising managers, supervisors, and individual contributors. A Library Director position is operationally and/or functionally focused as well as strategically focused.

The City Librarian is the highest level of management class for the Library. The City Librarian directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors. A City Librarian position is strategically focused.

### Essential Duties

Directs the Denver Public Library system that includes the Central Library and 24 branch libraries. Provides educational and cultural enrichment programs, technology training, and manages a collection of over 2 million books, periodicals, and audiovisual materials.

Establishes the long term vision and strategic plan for the organization in collaboration with the Library Commission, other directors and managers, and the community. Communicates vision and results to the community and key stakeholders, and partners with other agencies and organizations to achieve mutual goals.

Creates overall organizational design. Manages the development and implementation of the Library's goals, objectives, policies, and priorities that enables employees and the organization to be successful now and in the future.

Optimizes resource allocations and ensures there are adequate internal controls to safeguard library assets and that the Library complies with all legal and fiscal requirements

Provides leadership and direction to directors, managers, and staff members to ensure the continued development and management of an efficient organization. Establishes effective decision making processes that achieve goals and objectives.

Resolves complex issues with multiple internal and external stakeholders that add value to the overall management of the organization.

Represents the Library in meetings with elected and/or appointed officials and other city entities. Serves as the city representative with a variety of public, business, and community organizations and fosters collaborative relationships to the benefit of the organization.

Ensures the Library accomplishes annual work plans, strategic initiatives, and performance standards.

Creates and promotes a positive, inclusive work environment that supports consistency throughout the organization's strategic and operational methods.

Oversees the financial status of the organization including developing long and short range financial plans. Sets financial priorities to ensure the organization is operating in a manner that supports the city's financial goals.

Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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**

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions why may include tough choices, after considering risks.

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

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

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**

None

### **Level of Supervision Exercised**

Directs multiple divisions of the Library by supervising directors, managers, supervisors, and other individual contributors.

### **Education Requirement**

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

### **Experience Requirement**

Five (5) years of experience at the type and level of Library Director.

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

**Licensure & Certification**

None

**Working Environment**

For DPL Positions Specifically:

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Handles absentee replacement on short notice.

Handles emergency or crisis situations.

Occasional pressure due to multiple calls and inquiries.

Subject to pressure for multiple calls, inquiries, and interruptions.

**Level of Physical Demand**

For DPL Positions Specifically:

1-Sedentary (0-10 lbs.) - 2-Light (10-20 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.):

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: By Position, may move objects up to 10 pounds, or 10-20 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive Motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

**Background Check Requirement**

Criminal Check

Employment Verification

Education Check

**Assessment Requirement**

None

**Probation Period**

None

**Class Detail**

**Pay Grade: EX-20**

**FLSA Code: Y**

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

**Established By: LS**

**Revised Date: 7/23/2023**

**Revised By: BM**

**Class History: 11/27/2022 - Revised pay grade as a result of CN1746.**

**7/23/2023- Revised pay grade as a result of CN1785**