



Office of Human Resources  
City Librarian – OQ3346  
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### General Statement of Duties

Provides executive level strategic leadership for the overall operations of the Denver Public Library system by creating and establishing a multi-year vision and strategic plan for the library, optimizing resource allocation, and ensuring the library accomplishes annual goals and objectives.

### 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

Establishes strategic planning and vision for the organization to include long-range and short-term initiatives in collaboration with the Library Commission, while working with library leadership and community stakeholders.

Communicates vision and mission of the organization with the community, key stakeholders, and partners with other agencies and organizations to achieve mutual goals.

Cultivates and strengthens community partnerships and collaborations by maintaining cooperative working relationships with the Library Commission, elected and appointed officials, library foundation and board staff, key stakeholder, donors, and the citizens to ensure the library meets current and future community needs.

Oversees a network of branch libraries across a large urban area, which involves strategic oversight of organizations and facilities to include ensuring continuity of library materials and services for diverse communities.

Provides oversight and direction of educational and cultural enrichment programs involving popular library materials and collections, to include historical and educational books and periodicals, audiovisual and digital materials, as well as special collections and archives.

Determines organizational design and structure to ensure staffing needs meet organizational priorities and initiatives.

Leads the development and implementation of organizational goals, objectives, and policies that enables employees and the organization to be successful.

Directs resource allocations to ensures internal controls to safeguard are in place and ensures compliance with legal and financial requirements.

Provides leadership and direction in the establishment of policies and procedures to achieve organizational goals and objectives.

Represents the library in meetings with elected and appointed officials, other organizations, and serves as the library

representative with a variety of public, business, and community organizations to foster collaborative relationships.

Oversees the financial operations of the organization to include resource allocation in support of long-range and short-term strategic planning initiatives.

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

Seeks to secure public funding and other available resources through partnerships, grants, and fundraising.

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 executives, directors, managers, supervisors, and other individual contributors.

### **Education Requirement**

Master's degree in library science, business, or public administration from an accredited college.

### **Experience Requirement**

Eight (8) years of experience at the level of director, which much have included five (5) years of executive-level management experience.

### **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: 1/29/2025**

**Revised By: JFH**

**Class History: 11/27/2022 - Revised pay grade as a result of CN1746; 7/23/2023- Revised pay grade as a result of CN1785; 9/8/24 – Revised Job Family/Job Code; 1/29/2025 – Revised the General Statement of Duties, Essential Duties, and Minimum Qualifications.**