



**Code: 0531**  
Family: Library  
Service: Administrative  
Group: Clerical, Accounting and General Office  
Series: Library

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## **CLASS TITLE: DIRECTOR OF LIBRARY – PROGRAMS AND EVENTS**

### **CHARACTERISTICS OF THE CLASS**

Under direction, functions as a unit manager responsible for the planning and coordination of programs and special events at Harold Washington Library Center (HWLC); and performs related duties as required

### **ESSENTIAL DUTIES**

- Develops and implements objectives, standards and processes for various programs and special events within HWLC
- Manages supervisory, event planning and production staff, providing oversight and direction in the development and implementation of various library programs, private and special events
- Develops performance standards, conducts employee performance evaluations and ensures established work objectives and program standards are met
- Directs and coordinates the logistics, recruitment and contracting of performers and vendors ensuring the city receives the best contracted services (e.g., sound, lighting, catering)
- Manages relationships with all vendors, sponsors, internal clients and community partners to form partnerships that enhance events
- Negotiates service contracts with performers and vendors and directs staff to ensure contract compliance
- Monitors events ensuring planned activities and entertainment progress smoothly
- Prepares annual operation and personnel budgets, monitors expenditures and identifies funding sources
- Directs staff in researching and writing grant proposals to solicit program funding
- Establishes resource networks and working relationships with public and private cultural organizations, individual artists and the city's arts communities
- Oversees the preparation of promotional materials of planned programs and events
- Keeps abreast of competitive rates and trends in the rental market for similar space and potential sources of new business
- Attends professional meetings and events to promote the rental of HWLC spaces to potential clients
- Prepares management reports on program activities
- Responds to inquiries, problems or complaints involving programs or events
- Directs staff training and professional development activities

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Marketing, Communications or a directly related field plus five (5) years of work

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experience in marketing or events promotion of which two (2) years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Comprehensive knowledge of:

- \*program planning and administration
- \*developing sponsorship, marketing and public relations plans
- rental market for space within public institutions
- management of a community or public service program
- budget preparation and planning
- writing and formatting styles and methods used in applicable publications

Moderate knowledge of:

- \*principles, practices and techniques of public relations and community outreach
- light and sound equipment
- applicable research methods

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job

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- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

**Other Work Requirements**

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
  - INITIATIVE - Demonstrate willingness to take on job challenges
  - DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - ANALYTICAL THINKING – Analyze information and use logic to address work of job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
May, 2019