

CLASS TITLE: **Director of Library Personnel**

CHARACTERISTICS OF THE CLASS: Under direction, directs and oversees all aspects of personnel activities and payroll functions of the Chicago Public Library; and performs related duties as required.

ESSENTIAL DUTIES: Supervises the staff in the personnel, payroll, and training sections of the Chicago Public Library's personnel division; interviews and screens all professional and non-professional applicants for positions in the Chicago Public Library; introduces, develops or modifies the library's personnel policies for approval by the Library Board of Directors and implements these policies throughout system; oversees the preparation of all paperwork for hiring, promotions, terminations, transfers, discipline, performance evaluations, salary increments, leaves of absence, selection lists, examination notices requests, withdrawal of resignations, and preparation of dismissal charges; develops Affirmative Action Plans for the Chicago Public Library system and implements outreach activities for minorities; counsels employees on benefits, rights, work problems, rules and regulations of the City of Chicago and additional modifications within the Chicago Public Library; confers with supervisors regarding management problems and concerns; serves as a liaison for grievance procedures; functions as the Chicago Public Library's Equal Employment Opportunity Officer; acts as hearing officer for Career Service appeals of suspensions; manages the payroll unit in its timely submission of all payrolls (vacation, retroactive, and supplementary) for library employees; supervises timekeeping and use of benefit time, vacation, sick and personal business days; prepares combined personnel budgets for corporate, state, and federally funded payrolls to meet the needs of the library system within the limits of funding sources.

RELATED DUTIES: Maintains contact with graduate library schools' personnel to ensure steady replacement of quality librarians; recruits professional personnel from graduate schools and national conventions of librarians; identifies potential personnel problems in order to recommend changes before serious complications result; represents the library's management at meetings preparing for union negotiations.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by five years of progressively responsible professional personnel experience including three years of supervisory experience, or an equivalent combination of training and experience.

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Knowledge, Abilities and Skill. Comprehensive knowledge of the principles and practices of personnel administration. Comprehensive knowledge of departmental and City policies affecting personnel administration. Comprehensive knowledge of personnel policies and procedures as they relate to the Chicago Public Library System. Comprehensive knowledge of Equal Employment Opportunity Commission (EEOC) guidelines.

Ability to plan, supervise, and review personnel operations for a large City department. Ability to assess staff training needs and develop and coordinate appropriate training programs. Ability to use good judgment in making decisions.

Considerable skill in the application of principles and techniques of professional personnel administration. Considerable skill in the implementation of professional personnel administration in a large organization. Excellent oral and written communication skills. Good human relations skills. Good analytical skills.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 1994