



**Code: 0517**  
Family: Library  
Service: Administrative  
Group: Clerical, Accounting and General Office  
Series: Library

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## **CLASS TITLE: DISTRICT CHIEF**

### **CHARACTERISTICS OF THE CLASS**

Under direction, functions at the managerial level, directing library services and programs at branches within a district, and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs supervisory staff in developing and achieving goals and objectives and quality standards for programs and services
- Evaluates the quality of services and programs at branches and ensures that community needs are being met
- Oversees the development and implementation of new programs to meet the changing needs of particular communities
- Serves as a member of the management team and represents the district and the Chicago Public Library on committees and at professional meetings and civic functions
- Participates in the department's strategic planning and policy implementation efforts
- Works with civic and community groups to determine neighborhood needs, interpret library trends, and promote increased use of library resources
- Directs the development and maintenance of library collections that meet the educational, informational, cultural, and recreational needs of communities
- Oversees personnel administration activities for employees within the district
- Interprets and provides instruction on library policies and procedures to district staff
- Assists in the planning, development, and implementation of workshops, seminars, and other training programs to promote staff growth and development
- Manages and coordinates facilities maintenance and security at branches
- Monitors the district's budgets for personnel, collections, equipment, renovation, and capital improvement projects ensuring sound fiscal responsibility
- Prepares district reports on library use and programs
- Participates in or oversees the writing of grant proposals to obtain funding for special programs

**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 American Library Association college or university with a Master's degree in Library Science or an approved foreign credential evaluation plus seven years of professional library experience of which three years are in a supervisory role related to the responsibilities of the position.

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

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

**PHYSICAL REQUIREMENTS**

- No specific requirements

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

**Knowledge**

Comprehensive knowledge of:

- \*management and supervisory methods, practices and procedures
- \*library administration
- \*library organization, procedures, policies and objectives
- \*trends in library resources

Considerable knowledge of:

- \*computer software packages and applications and on-line library systems
- \*the book market, trade bibliographies and other library tools and selections
- \*collection development techniques and methods
- \*reference services and resource policies, procedures and practices

Moderate knowledge of:

- grant administration policies, methods, practices and procedures
- budget preparation and analysis

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

Other knowledge as required for successful performance in the Library Division Chief class

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action

- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*TIME MANAGEMENT – Manage one’s own time or the time of others
- \*JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Library Division Chief class

**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
- RECOGNIZE PROBLEMS – Tell when something is wrong or is like to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Library Division Chief class

**Other Work Requirements**

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Library Division Chief class

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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.