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 five 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
**CODE: 0517**
**CLASS TITLE: DISTRICT CHIEF**

- **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

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.

City of Chicago
Department of Human Resources
Date: May, 2012