



**Code: 0527**  
Family: Library  
Service: Administrative  
Group: Clerical, Accounting and General Office  
Series: Library

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## **CLASS TITLE: LIBRARY DIVISION CHIEF**

### **CHARACTERISTICS OF THE CLASS**

Under direction, functions at the managerial level, directing the operations of a major division within the Chicago Public Library and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs and evaluates professional and paraprofessional staff engaged in developing and administering division programs and services, providing reference assistance to patrons, and developing the division's collection of books and materials
- Evaluates the quality and effectiveness of division services and implements modifications to improve operations
- Oversees the development of new programs to meet the needs of library patrons
- Participates in long range planning and in the development and interpretation of library policies and procedures
- Prepares the division's annual operations and personnel budgets and monitors expenditures ensuring fiscal responsibility
- Oversees personnel administration activities for division staff
- Assesses training needs, coordinates staff development programs and mentors staff through in-service training, seminars, and conferences
- Identifies alternative funding sources (e.g., grants) to fund division programs
- Analyzes reports on patron usage of programs and services and uses findings to plan programs and allocate resources
- Creates and/or works with public information campaigns to increase awareness and utilization of library's collections and programs
- Establishes and maintains partnerships with city agencies and local organizations (e.g., civic and cultural institutions, schools) in order to promote library use and programs
- May oversee the circulation of materials and establishes policies for the lending of special collections
- May participate in the development of service contracts for vendors supplying division books and materials

**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, scanner)

**PHYSICAL REQUIREMENTS**

- No specific requirements

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

**Knowledge**

Comprehensive knowledge of:

- \*applicable department policies, procedures, rules and regulations
- \*management and supervisory methods, practices and procedures
- \*the use of equipment and materials specific to your job
- \*library administration
- \*library organization, procedures, policies, and objectives
- \*trends in library resources
- \*the book market, trade bibliographies and other library tools and selections
- \*collection development techniques and methods
- \*reference services and resource policies, procedures and practices
- \*the methods and techniques used to plan and organize events (e.g., artistic performances, exhibits, etc.)
- \*grant administration policies, methods, practices and procedures
- \*budget preparation and analysis

Considerable knowledge of:

- \*applicable federal, state and local laws, statues, regulations and guidelines
- \*applicable computer software packages and applications
- \*on-line library systems
- \*specialized library programs and services
- \*marketing and promotional strategies

Moderate knowledge of:

- \*circulation practices and procedures

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

Other knowledge as required for successful performance in the Librarian IV class

### **Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take 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
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- TIME MANAGEMENT – Manage one's own time or the time of others
- \*SERVICE ORIENTATION - Actively look for ways to help people
- \*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- \*JUDGEMENT 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 Librarian IV 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
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Librarian IV class

### **Other Work Requirements**

- STAMINA – Demonstrate energy and stamina to accomplish work tasks
- \*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 Librarian IV 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.

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City of Chicago  
Department of Human Resources  
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