



**Code: 0529**  
Family: Library  
Service: Administrative  
Group: Clerical, Accounting and General Office  
Series: Library

---

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

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, assists the Director of Library-Programs and Events in managing the planning and coordination of public and private programming and special events at the Harold Washington Library Center (HWLC); and performs related duties as required

### **ESSENTIAL DUTIES**

- Functions as a first level supervisor overseeing staff responsible for the implementation of event and production planning of various library programs, private and special events at the HWLC
- Assists in the development of short and long-term event management objectives and marketing plans for division operations
- Works with community partners (e.g. dance, ballet, musical or theater groups) to form cooperative ventures to stage performances at the HWLC
- Trains and coaches staff to ensure department service standards and procedures are continuously met through event management
- Coordinates programming including assisting clients in preparing floor plans, scheduling room arrangement for planned events, and ensuring catering services are managed accordingly
- Provides technical support with regard to lighting and sound equipment
- Negotiates contracts with contractors and performers, explains department policies for artistic performances, and ensures compliance with policies throughout duration of contract
- Keeps abreast of competitive rates and trends in the rental market for similar space and potential sources of new business to ensure that the space in the HWLC is competitively priced
- Assists in the preparation of division budget and reviews and approves operational expenses
- Attends professional meetings and events to promote the rental of HWLC space to potential clients
- Prepares informational materials promoting the rental of space at the HWLC and prepares activity reports
- Responds to inquiries, problems or complaints involving programs to ensure event
- Assists the Director in establishing resource networks and working relationships with public and private cultural organizations, individual artists and the city's arts communities

**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 four (4) years of work experience in marketing or events promotion of which one (1) year is 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.

---

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

---

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment
- Public library environment

**EQUIPMENT**

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

**PHYSICAL REQUIREMENTS**

- No specific requirements

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

Considerable knowledge of:

- \*program planning and administration
- \*developing sponsorship, marketing and public relations plans
- rental market for space within public institutions
- 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
- budget preparation and planning
- 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
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

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

---

- 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**

- 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

---

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  
March, 2023