



Code: 0579
Family: Library
Service: Administrative
Group: Clerical, Accounting and General Office
Series: Library

CLASS TITLE: LIBRARIAN IV

CHARACTERISTICS OF THE CLASS

Under general supervision, serves as head of a subject division, a large branch, or a section involving system-wide services, and performs related duties as required

ESSENTIAL DUTIES

- Conducts surveys of existing and potential community needs and determines resources and services to be developed in meeting those needs
- Trains, supervises, and evaluates staff providing services to patrons
- Develops promotional materials (e.g., reading lists, programs, displays, exhibits) to stimulate interest in library collections and programs
- Directs and coordinates the development and maintenance of subject collections to meet the needs of a large metropolitan library or neighborhood community
- Manages and directs the expenditure of funds for books and materials
- Oversees organization and quality of library collections (e.g., ordering and book selection, classifying, cataloging, rebinding, discarding, or withdrawal of materials)
- Performs collection maintenance activities including shelving and purging of library materials
- Resolves difficult and unusual questions in specialized areas
- Supervises the maintenance and upkeep of departmental records and statistics
- Interprets library procedures, policies, and regulations to staff and the general public
- Develops special bibliographic tools (e.g., indexes of local materials and City history)
- Prepares periodic, special, and annual reports on departmental activities
- Accesses library databases and the Internet for research and reference functions
- Represents the library at community and civic meetings and serves as liaison with area schools
- Solicits grant funding to develop or expand library programs and services, as required
- Ensures the orderly physical condition of facilities including security and custodial issues

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 three years of professional library experience, of which one year is in a supervisory role related to the responsibilities of the position.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- 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, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to push gurneys and book carts

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced knowledge of:

- *on-line library systems
- *reference services and resource polices, procedures, and practices
- *library cataloging and classification procedures
- *use of library equipment and materials
- *library organization, procedures, policies, and objectives
- *library circulation practices and procedures
- specialized library programs and services
- applicable computer software packages and applications
- *collection development techniques and methods
- *book market, trade bibliographies, and other library tools and selections

Considerable knowledge of:

- trends in library resources

Moderate knowledge of:

- *supervisory methods, practices, and procedures

Some knowledge of:

- *library administration

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

Other knowledge as required for successful performance in the Librarian III 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, 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
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *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 III 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
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS - Come up with a number of ideas about a topic
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- 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 Librarian III class

Other Work Requirements

- PERSISTENCE – Persist in the face of obstacles on the job
- INITIATIVE – Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude

- **CONCERN FOR OTHERS** – Demonstrate sensitivity to others’ needs and feelings and be understanding and helpful on the job
- **SOCIAL ORIENTATION** - Prefer to work with others rather than alone and being personally connected with others on the job
- **SELF-CONTROL** – Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior
- **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
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **INDEPENDENCE** – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- **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 III 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
April, 2013