CLASS TITLE:  Director of Library Planning and Building Programs

CHARACTERISTICS OF THE CLASS:  Under general direction, performs highly responsible administrative duties related to the planning, design and monitoring of capital improvement projects for the Chicago Public Library (CPL); and performs related duties as required.

ESSENTIAL DUTIES:  Prepares the CPL's five year capital improvement plan for new and renovated projects and annually revises same; attends and represent CPL at construction meetings with architects, contractors and related personnel during the construction phase of each project; prepares and interprets building programs for architects and consultants; maintains correspondence with the project architect regarding ongoing decisions, problem areas, and other matters; reviews schematic drawings and recommends changes as needed; completes floor plans as to shelving and furniture and works with architects and interior designers on corresponding specifications; prepares telecommunications diagrams for the location of computer and telephonic equipment; meets with landlords, developers and CPL staff as appropriate to coordinate design and renovation plans for rented and City owned properties; approves invoice payments based on capital construction work completed; prepares monthly reports; attends public and community meetings related to capital projects.

MINIMUM QUALIFICATIONS:

Training and Experience.  Graduation from an accredited college or university with a Master's degree in Library Science, supplemented by a minimum of five years of progressively responsible experience in library facility design and planning, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill.  Considerable knowledge of the principles and practices utilized in the design and renovation of library facilities.  Considerable knowledge of the organization and operation of library systems and buildings.

Ability to establish and maintain effective working relationships with project architects and engineers.

Considerable skill in the application of the principles and practices utilized in the planning, design and renovation of library facilities.  Working skill in interpreting floor plans, schematic drawings and blueprints.  Good written and oral communication skills.
CLASS TITLE:  Director of Library Planning and Building Programs
(Cont'd)

Working Conditions.  General office environment.


NOTE:  While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 1995