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
**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

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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.