

# COMMUNITY ENGAGEMENT DIRECTOR

(Range 138)

## **DEFINITION**

This position provides executive leadership and administration to create and coordinate community outreach opportunities that increase awareness and support for the Las Vegas-Clark County Library District's programs and services.

## **SUPERVISION RECEIVED AND EXERCISED**

Reports to and receives general direction from the Executive Director.

The Community Engagement Director will exercise general supervision over Literacy Services Manager, Youth Services Coordinator, Programming and Venues Manager, District Outreach Librarian, Gallery Services Coordinator and other assigned staff.

## **RESPONSIBILITIES:**

**Essential and marginal functions and responsibilities may include, but are not limited to the following:**

1. Ensures the effectiveness and efficient operation of system-wide outreach services and programs.
2. Exercises decision making skills in developing system-wide outreach services, literacy programs, and public services policies and procedures, subordinate staff development, project coordination, and budget administration and evaluation.
3. Establishes a clear vision and direction for educational and outreach programs including system-wide adult and youth programs, as well as literacy programs.
4. Directs and supervises subordinate staff to include training, working with staff to correct deficiencies, and completing performance evaluations.
5. Resolves a wide range of routine and non-routine issues and difficult situations.
6. Determines areas in need of modification and improvement for assigned areas.
7. Maintains professional relationships with the Library District Board of Trustees, Library District staff and management, Library District Foundation, professional and institutional organizations, the community at large, and various outside agencies.
8. Stays abreast of new trends and innovations in the fields of management and public library administration especially those pertaining to outreach, adult and youth programming, literacy services and gallery services.
9. Works with the Development Director and other District staff to prepare, review, defend, and implement Library District grants.
10. Ensures compliance with all pertinent Federal, State, and Local laws, regulations, and ordinances as well as all Library District policies and procedures.
11. Attends meetings, conferences, and hearings for the purpose of representing the Library District, presenting recommendations, acquiring information, or implementing

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Library District policy.

12. Serves on the Library District's Executive Council.
13. Meets regularly with subordinate staff and other Library District staff.
14. Conducts research, procedural, and administrative studies.
15. Utilizes personal computers, library system computers, the Internet, and e-mail.

**Marginal Functions:**

1. Participates in committee work and chairs committees when needed.
2. Attends and participates in professional association meetings and seminars.
3. Participates on interview panels.
4. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Community needs and characteristics within the District's service area.
2. Pre-school childhood development as it relates to reading readiness and related library programming.
3. Principles, practices and techniques of program planning, development, implementation and administration related to theatrical and performing arts venues.
4. The history and recent experience of public library systems in serving special population groups.
5. The principles of budget development, administration, and control.
6. Complex project planning methods and techniques.
7. Research techniques.
8. The sources and availability of current information.
9. Pertinent Federal, State, and local laws, regulations, and ordinances.
10. Library District terminology and functions.
11. Correct English usage, spelling, punctuation, and grammar.

**Ability to:**

1. Plan, organize, and support successful library programming and outreach functions.
2. Exercise good judgment and to make sound decisions.

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3. Analyze and interpret complex and technical materials.
4. Direct and evaluate complex projects for accurate and efficient results.
5. Direct and supervise the work of subordinate staff.
6. Maintain professional relationships with those contacted in the course of work.
7. Exercise initiative and discretion.
8. Accept, initiate, and manage change and maintain flexibility.
9. Perform multiple tasks and manage multiple projects concurrently.
10. Work under pressure and meet deadlines.
11. Develop, interpret, explain, and apply Library District policies and procedures.
12. Work independently and as part of a team.
13. Understand and follow oral and written instructions.
14. Plan, organize, and conduct meetings.
15. Communicate clearly and concisely, both orally and in writing.
16. Effectively communicate with and elicit information from difficult, upset, and irate individuals.
17. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
18. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

1. Use of personal computers and associated software.
2. Use of library and general office equipment.

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**Training and Experience:**

Bachelor's Degree in Education, Public or Business Administration, Social Work or a closely related field required. Five (5) years of professional community outreach or dedicated library outreach experience is required which includes staff supervision and development, programming, education/training, public speaking, demonstrated ability of successfully managing concurrent outreach efforts, large-scale planning, coordination and execution of these efforts; or an equivalent combination of training, education and experience that provides the necessary knowledge, skills and abilities.

Master's Degree in Library Science from a college or university accredited by the American Library Association is preferred.

**License, Certificate, or Requirements:**

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds); occasional moderate lifting (11 - 20 pounds); occasional bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard and sitting, or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

<b>FLSA:</b>	<b>EXEMPT</b>
<b>CBA:</b>	<b>NONE</b>
<b>DEVELOPED:</b>	<b>JUNE 10, 2015</b>
<b>REVISED:</b>	<b>MARCH 12, 2018</b>