

JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: Adult Services Department Head (AS DH), Library Operations

EXEMPTION STATUS: Exempt

PAY GRADE: 121

JOB CATEGORY: Officials & Administrators

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under the intermittent supervision of the Branch Manager, the Adult Services Department Head I provides leadership, management, training, and professional and supervisory support in the planning, coordination, and operation of the Adult Services Department at a branch library. Responsible for fostering positive relationships within the community and assisting with the oversight of branch projects, programs, and committee for adults. Fosters and maintains a diverse, equitable, inclusive and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Ensures the efficient operation of the Adult Services Department within a branch library:
 - a. Plans short-term (annual to daily) operational goals for assigned department;
 - b. Organizes assigned department, and employees to achieve established goals;
 - c. Staffs assigned department within budgetary guidelines to meet service demand and requisite skill needs;
 - d. Directs and motivates assigned staff to achieve established goals;
 - e. Coordinates with Branch Manager and other Library departments to meet established branch & District Goals;
 - f. Prepares, maintains, and monitors key Adult Services Department reporting metrics to achieve and control desired quality outcomes;
 - g. Develops, maintains and monitors annual Department Budget to achieve established goals and utilize District resources in an efficient and effective manner.
2. Assists in the supervision of assigned staff including but not limited to:
 - a. Performance Coaching & Management.
 - b. Career Counseling & Development.
 - c. Conflict Resolution.

3. Assists with the oversight of Branch projects, programs, vendors, and committees to support and achieve Branch initiatives and goals.
4. Develops relationships and communicates with the local community to assist in the establishment of outreach programs to support Branch, community, and District goals.
5. Monitors department compliance with all federal, state and local laws, regulations, codes, best practices, and District Policies and Procedures.
6. Stays abreast of current and future trends in Library Administration/Science and Public Administration and makes recommendations regarding future Department, Branch, and District Strategies and Planning for adults.
7. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- Public Service Ethics
- Automated library systems
- Library of Congress Classifications System

KNOWLEDGE, SKILLS, AND ABILITIES:

- **EDUCATION:** Master's Degree in Library Science (MLS or MLIS from an ALA accredited institution).
- **EXPERIENCE:** One (1) year experience as a professional Librarian.
- **LICENSE AND CERTIFICATION:** Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Completion of Las Vegas-Clark County Library District's (LVCCLD) Person-in-Charge (PIC) Training or completion of PIC Training within 12-months of assuming position.

District provided AED/CPR certification must be completed within six months from date of employment and must be maintained (current) while in a covered position.

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to lift up to twenty (20) pounds and occasionally lifting and/or carrying such articles as files or books. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic.
- Ability to motivate and supervise staff.

- Ability to accurately prepare and maintain files, records and reports.
- Ability to handle stressful situations with professional composure.
- Ability to process and handle confidential information with discretion.
- Ability to communicate effectively in both oral and written form.
- Ability to maintain effective interpersonal relationships.

DEVELOPED: JULY 1, 1995

REVISED: February 14, 1998
July 20, 1998
May 05, 2003
October 18, 2021
May 12, 2022