

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

JOB TITLE: Employment Manager

EXEMPTION STATUS: Exempt

PAY GRADE: 125

JOB CATEGORY: Official and Administrator

BARGAINING UNIT: Ineligible

GENERAL SUMMARY:

Under the general supervision of the Human Resources Director, the Employment Manager is responsible for the operational and administrative Leadership of processes, procedures and strategies related to recruiting (Talent Acquisition), on boarding and the general employment function. The Employment Manager supervises and manages Human Resources service delivery and directly/indirectly supervises assigned staff. Responsible for fostering positive relationships within the organization and community and assisting with the oversight of District projects, programs, and committees. Fosters and maintains a diverse, equitable, inclusive and accessible work environment. May require travel between District Branches.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential Duties & Responsibilities Level I plus:

1. Responsible for the day-to-day operational management of the Employment and Recruiting program:
 - a. Plans short-term (daily to annual) operational goals for assigned service or program;
 - b. Organizes assigned services, programs, and employees to achieve established goals;
 - c. Staffs assigned services and programs within budgetary guidelines to meet service demand and requisite skill needs;
 - d. Directs and motivates assigned staff to achieve established goals;
 - e. Coordinates with other programs and other Library services to meet established District Goals;
 - f. Develops, maintains, and monitors key reporting metrics to achieve and control desired quality outcomes;
 - g. Develops, maintains and monitors annual service or program 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; and
 - c. Conflict Resolution.
3. Works with hiring managers and/or internal customers to analyze hiring requirements, define sourcing strategies and meet hiring demands.
4. Interacts with potential candidates on social media and professional networks.
5. Sources and recruits highly qualified and diverse candidates using innovative techniques that include, but are not limited to social media, market research, job boards, referrals, exploratory conversations and networking events.
6. Assists with the oversight of projects, programs, vendors, and committees to support and achieve service or program initiatives and goals.
7. Monitors compliance with all federal, state and local laws, regulations, codes, best practices, and District Policies and Procedures.
8. Stays abreast of current and future trends in service or program Administration/Science and Public Administration and makes recommendations regarding future District Strategies and Planning.
9. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- MS Word & Excel (Basic)
- Knowledge of federal, state and local labor laws
- Knowledge of Human Resources Best Practices

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:** Bachelor's degree in Public Administration or related field required.
Master's degree in Public Administration or related field preferred.
- **EXPERIENCE:** Three (3) years' professional level experience in Recruiting or Talent Acquisition required.
Two (2) years' management level experience in Recruiting or Talent Acquisition preferred.

- **LICENSE AND CERTIFICATION:** Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Professional in Human Resources (PHR) preferred.

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting with frequent local travel required. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books, files, laptops or electronic devices. Although work is primarily performed in an office setting, a limited amount of bending, lifting, walking or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of current trends and developments in the field of Talent Acquisition and Human Resources.
- 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 implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

DEVELOPED: May 17, 2022