

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

**JOB TITLE:** Support Manager, Library Operations

**EXEMPTION STATUS:** Exempt

**PAY GRADE:** 125

**JOB CATEGORY:** Officials & Administrators

**BARGAINING UNIT:** Supervisor

### **GENERAL SUMMARY:**

Under the direct supervision of the Library Operations Manager, the Library Operations Support Manager Performs a variety of complex supervisory and administrative work in the coordination and operation of the Library Operations Department including budget and purchasing support; inventory and position control; project management; and managing a team of District-Wide staff and/or Call Center operations.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Assists in Budget and Purchasing including but not limited to:
  - a. Performs highly responsible support for the management of the Library Operations budget and purchasing to include branch libraries, Call Center operations, and a variety of projects;
  - b. Coordinates and maintains annual budget, personnel, and supplemental requests;
  - c. Manages budget accounting system and branch supply order approvals;
  - d. Compiles, prepares, and submits a variety of purchases including small equipment items and operating supplies, and coordinates distribution/delivery.
  - e. Processes and reconciles invoices for accuracy.
  - f. Generates spreadsheets, interprets, analyzes, summarizes, and distributes a variety of financial data and reports.
  - g. Establishes and trains staff on budget and purchasing guidelines and procedures.
  - h. Acts as a liaison to the Financial Services and Purchasing departments.
2. Assists in the control of inventory and positions, including but not limited to:
  - a. Performs asset and inventory management for Library Operations equipment and staff positions;

- b. Coordinates, processes, and maintains inventory for a variety of technical equipment including circulating devices, in-house technology and gadgets, STEAM materials, etc.;
  - c. Maintains staff position control to include planning, compiling, reconciling, and processing position conversion requests and/or any other position changes, and authorizing and tracking staff extra hours.
  - d. Acts as a liaison to the Human Resources Department.
3. Project Management, including but not limited to:
  - a. Provides clerical and project management support for Library Operations or Library District initiatives;
  - b. Prepares planning documents and routine and non-routine reports to include the development of goals, objectives, and measurements for branch libraries and administrative functions;
  - c. Creates, maintains, and tracks project goals, budgets, and timelines;
  - d. Schedules, coordinates, and documents project meetings;
  - e. Prepares periodic project status reports.
  - f. Works closely with branch staff and other administrative support departments.
4. Assists in the supervision of assigned staff including but not limited to:
  - a. Performance Coaching & Management.
  - b. Career Counseling & Development.
  - c. Conflict Resolution.
5. Coordinates Branch 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 Branch and District Strategies and Planning.
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:** Bachelor's Degree in Management or related field required; Master's Degree in Library Science (MLS or MLIS from an ALA accredited institution) preferred.

- **EXPERIENCE:** Two (2) years supervisory experience including hiring, discipline, performance management and evaluation of paid staff required.

Strong experience with and demonstrated proficiency in word processing, spreadsheet creation, project management software, and other computer skills required.

- **LICENSE AND CERTIFICATION:** 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:** June 2019

**REVISED:** November 5, 2021  
May 12, 2022  
June 8, 2022