

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

JOB TITLE: CIRCULATION DEPARTMENT HEAD (CS DH), Library Operations

EXEMPTION STATUS: Exempt

PAY GRADE: 116

JOB CATEGORY: Officials & Administrators

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under the general supervision of the Branch Manager, the Circulation Department Head provides leadership, management, training, and professional and supervisory support in the planning, coordination, and operation of the Circulation Department at a branch library. Supervises the collection and accounting of fines and fees collected by the Circulation Department. Fosters and maintains a diverse, equitable, inclusive and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for the day-to-day operational management of the Circulation Department within a branch library:
 - a. Plans short-term (daily to annual) operational goals for assigned service or department;
 - b. Organizes assigned services, programs, 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 branch level library departments to meet established branch & District Goals;
 - f. Develops, maintains, and monitors key reporting metrics to achieve and control desired quality outcomes;
 - g. Develops, maintains, and monitors the 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. Exercises decision-making skills in dealing with customers and their accounts including the collection and accounting of fines and fees.
4. Monitors department compliance with all federal, state, and local laws, regulations, codes, best practices, and District Policies and Procedures.
5. 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 Circulation.
6. Performs other duties as assigned.

CORE COMPETENCIES:

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

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:** High School Diploma or General Equivalency Diploma (GED) required.

Bachelor's degree in Administration or related field preferred.

- **EXPERIENCE:**

Required: Two (2) years' experience as a Circulation Assistant or two (2) years' experience in a Library Operations position of greater responsibility; and one (1) year of supervisory experience, or previous completion of the LVCCLD Apprentice Person-in-Charge (APIC) or actively enrolled in APIC training (75% completed satisfactorily) at the time of job application submission.

Preferred: Three (3) years' experience as a Circulation Assistant or two (2) years' experience in a Library Operations position of greater responsibility; and two (2) years supervisory experience in a Library Operations role.

- **LICENSE AND CERTIFICATION:** Completion of Las Vegas-Clark County Library District (LVCCLD), Person-in-Charge (PIC) Training Program 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/classroom setting with frequent local travel required. Ability to lift up to 20 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/classroom setting, a limited amount of bending, lifting, 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

**UPDATED: April 24, 1998
June 10, 1998
June 20, 2001
December 17, 2004
June 17, 2007
September 22, 2009
March 12, 2018
April 12, 2018
May 17, 2022
July 21, 2022**