

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

JOB TITLE: Project Manager

EXEMPTION STATUS: Exempt

PAY GRADE: 125

JOB CATEGORY: Professional

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under the intermittent supervision of the Community Engagement Director, the Project Manager provides full-scope project management to the Library District. Plans and monitors project scopes, costs, schedules, staffing, communications, outside vendors, and/or contractual deliverables. Ensures project milestones/goals are achieved in accordance with established time-lines and within budgetary parameters. Supervises and manages department service delivery and directly/indirectly supervises assigned staff. Responsible for fostering positive relationships within the District and the community. Fosters and maintains a diverse, equitable, inclusive and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Leads project, program, administrative, and analytical support to coordinate and implement special District-wide initiatives.
 - a. Executes project development by defining goals, parameters, feasibility, and sustainability.
 - b. Works independently to coordinate, manage, and implement strategic initiatives and convenes committee teams, assigns roles, tasks, and deadlines when necessary.
 - c. Creates and implements Memorandum of Understanding's and partnership agreements.
 - d. Prepares periodic special reports and analyses of project operations for department management including planning documents and objective measurements.
 - e. Works with Library District vendors, seeks quotes, and creates purchase orders.
 - f. Coordinates and maintains calendars for system projects and meetings.
 - g. Develops, maintains, and monitors reporting metrics of assigned projects to achieve control desired quality outcomes; Makes recommendations for future improvement.

2. Supervises assigned staff including but not limited to:
 - a. Planning, prioritization, and review of work.
 - b. Develops short and long term goals, monitors accomplishment, and establishes performance requirements.
 - c. Performance coaching and management.
 - d. Career counseling and development.
 - e. Conflict resolution.
3. Coordinates with library branch staff and community partners to meet established goals.
4. Assists with the oversight of data collection, compilation, coordination, and organization of budget documentation. Develops budget recommendations; Assists in the administration of the division budget and manages budgets of assigned programs.
5. Develops relationships and communicates with the local community to assist in the establishment of outreach programs to support community and Library District goals. Responds to public inquires and complaints.
6. Monitors compliance with all federal, state, and local laws, regulations, codes, best practices, and Library District policies and procedures.
7. Stays abreast of current and future library and community engagement trends and makes recommendations regarding future Library District strategies and planning.
8. Performs other duties as assigned.

CORE COMPETENCIES

- Customer Service
- Public Service Ethics
- Project Management

KNOWLEDGE, SKILLS, AND ABILITIES:

- **EDUCATION:** Bachelor's Degree in Public Administration, Business Administration or related field.
- **EXPERIENCE:** Three (3) years' of project management experience in a designated project management role preferably within a local government environment.
- **LICENSE AND CERTIFICATION:** Certification in Project Management preferred.
- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to lift up to ten (10) 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. Some travel may be required.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of laws, regulations, and best practices applicable to public/library management.
- Knowledge of project planning and management.
- Ability to effectively translate strategic goals in to operational initiatives.
- Ability to motivate and supervise staff.
- Ability to communicate effectively in both oral and written form.
- Ability to maintain effective interpersonal relationships.

DEVELOPED: OCTOBER 18, 2021