

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

JOB TITLE: Development & Government Relations Director

EXEMPTION STATUS: Exempt

JOB CATEGORY: Administrative Support Workers

BARGAINING UNIT: Ineligible

GENERAL SUMMARY:

Under the general direction of the Library District's (District) Executive Director (ED), the Director of Development & Government Relations provides strategic, operational, and administrative leadership for the District's Development and Government Relations function. Responsibilities include Foundation management, fund-raising programs, grants management, government relations, volunteer program and bookstore management. Supervises and manages service delivery for the District's Development and Government Relations Function by serving as a member of the ED's Administrative Team. Responsible for fostering positive relationships within the community and providing oversight to District-wide partnerships, projects, programs, and committees. Fosters and maintains a diverse, equitable, inclusive and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for the overall planning and managerial operations of the District's Development and Government Relations function:
 - a. Plans long-term strategic and short-term operational goals for assigned function(s);
 - b. Organizes assigned function(s), departments, and employees to achieve established goals;
 - c. Staffs assigned branches and/or departments 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 areas of Library Administration 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 Budget to achieve established goals and utilize District resources in an efficient and effective manner.
2. Actively cultivates sources of funding including private individuals, corporations, foundations and federal, state and local governments/agencies.

3. Provides administrative supervision to assigned managers and staff including but not limited to:
 - a. Performance Coaching & Management;
 - b. Career Counseling & Development; and
 - c. Conflict Resolution.
4. Manages the business affairs of the Foundation, including supervising personnel, compliance, authorizing financial transactions, donor recognition, media relations, administering contracts, meeting coordination, analyses, and reporting to the Foundation Board.
5. Oversees District-wide projects, programs and committees to support and achieve District strategic initiatives and goals.
6. Develops relationships and communicates with the local community to establish fund-raising programs to support community and District goals.
7. Ensures District compliance with all federal, state and local laws, regulations, codes, and District Policies and Procedures.
8. Stays abreast of current and future trends in Library Administration/Science and Public Administration and makes recommendations regarding future District Strategies and Planning.
9. Performs related work as assigned.

CORE COMPETENCIES:

- Customer Service
- Public Service Ethics
- Strategic, Operational, and Administrative: Planning, Organizing, Directing, Staffing, Reporting, Coordinating & Budgeting
- Public Speaking
- Foundation & Fundraising Management (Major Gifts and/or legally complex)
- Grants Management (application, award, compliance, financial reporting)

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:** Bachelor's degree in Public Administration, Business Administration or related field required.
- Master's degree in Public or Business Administration preferred.
- **EXPERIENCE:** Eight (8) years of professional Development experience with at least (5) five of those years in a designated Management role required.
- Eight (8) years of professional Development experience with at least (5) five of those years in a designated Management role in a Public Agency setting preferred.

- **LICENSE AND CERTIFICATION:** Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.
- Certified Fund-Raising Executive (CFRE) preferred.
- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books or files. 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 principles, practices, trends and best practices in Public Administration and Management.
- Knowledge of community issues (e.g. homelessness, education, business, health care, gaming and tourism, etc.).
- Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to motivate and supervise staff.
- Ability to process and handle confidential information with discretion.
- Ability to maintain effective interpersonal relationships.
- Ability to cultivate and secure major or complex gifts/donations.
- Ability to analyze and synthesize Library District needs and match grant opportunities to those needs.
- Ability to communicate with a wide variety of external and internal customers including Public and Persuasive Speaking.
- Ability to lead and implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

DEVELOPED: SEPTEMBER 4, 2001

**REVISED: MAY 8, 2007
APRIL 24, 2008
MARCH 13, 2018
OCTOBER 21, 2021
AUGUST 30, 2022
JULY 25, 2023**