

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

**JOB TITLE:** Adult Services Specialist

**EXEMPTION STATUS:** Non-Exempt

**JOB CATEGORY:** Administrative Support

**BARGAINING UNIT:** Non-Supervisor

### **GENERAL SUMMARY:**

Under the general supervision of the Adult Services Manager, the Adult Services Specialist is responsible for supporting the adult services administrative department in district-wide initiatives, programs, and partnerships. Provides support to maintain positive relationships with internal staff and community partners. Assist 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:**

1. Provides administrative support to Library District staff and community partners. Plans, promotes, implements, manages, and evaluates programs and services for adults and general audiences.
2. Utilizes various software systems to input and update data in support of the department's programs and services: marketing, purchasing, reservations, and program tracking.
3. Collects and compiles reports using data collected from programs and services.
4. Develops, prepares, completes, and proofreads a variety of correspondence, memos, agendas, minutes, reports, forms, documents, contracts, and other paperwork for internal use, and external use with community partners, contractors, and vendors.
5. Maintains the department reservation database for program rotating equipment and coordinates the pick-up and/or delivery of items with staff.
6. Assists the Adult Services Manager to administer the department budget and associated tasks.
7. Creates forms, records, and maintains statistics and evaluation measurements for adult related programs, services, and partnerships.
8. Trains staff on adult programs, initiatives, and emerging trends.
9. Builds and maintains internal and external project schedules to meet department deadlines.
10. Stays abreast of current and future trends in Adult Services by attending and participating in professional development training, seminars, or conferences.

11. Participates in committee work and programs.
12. Engage library branches, support departments, and community partners to foster collaboration and support to the Library District's vision and mission statement.
13. Performs other duties and responsibilities as assigned.

### **CORE COMPETENCIES**

- Customer Service
- Organizing, Reporting, Coordinating & Budgeting
- Knowledge of Library and Adult Programming Services/Practices
- MS Office
- Public Service Ethics

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **• EDUCATION:**

**Required:** Bachelor's degree from an accredited college.

**Preferred:** Bachelor's degree in library science, adult education/services related field, or public administration.

#### **• EXPERIENCE:**

**Required:** Two (2) years of experience in an adult services field.

**Preferred:** N/A

#### **• LICENSE AND CERTIFICATION:**

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

**Preferred:** NA

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office/classroom 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/classroom setting, a limited amount of bending, lifting, walking or standing is often necessary to carry out job duties.

### **ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Ability to motivate and support staff in local and district wide projects.
- 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.
- Ability to schedule and coordinate multiple projects.
- Ability to establish, and maintain effective working relationships with all internal and external customers, community partners, and vendors.
- Ability to implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

**DEVELOPED:            AUGUST 30, 2023**