

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

JOB TITLE: Trainer, Library Operations

EXEMPTION STATUS: Exempt

JOB CATEGORY: Professional

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under the direct supervision of the Library Operations Director, the Library Operations Trainer primarily assesses training needs; designs and coordinates instructional content for Library Operations (LO) professional development; teaches live courses and records video; provides consultation to the library operations department to help transition training needs to successful learning experience implementation; manages multiple training programs in different stages of development; and helps colleagues develop their projects by providing feedback, conducts user and quality testing and supports a variety of activities to ensure the employees are ready for their positions. Fosters and maintains a diverse, equitable, inclusive, and accessible work environment. May require travel between District Branches.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Provides course development including but not limited to:
 - a. Responsible for all aspects of in-person and e-learning development, including scoping, analysis, designing, developing, implementing, evaluating, and updating content.
 - b. Creates high-quality, in-person, and online learning experiences in collaboration with a variety of stakeholders.
 - c. Coordinates and facilitates stakeholder activities to ensure timely fulfillment and delivery of content.
 - d. Publishes training courses for registration via the Training Classes Administration site.
 - e. Writes technical documents and training collateral to support training projects.
 - f. Adheres to quality standards and technical requirements for building learning experiences.
2. Training delivery including but not limited to:
 - a. Researches various topics and collaborates with subject matter experts to create the resources necessary to design training curricula.

- b. Facilitate training in several formats, including remote and classroom environments.
 - c. Applies a variety of classroom teaching strategies and techniques to promote student engagement and attain learning outcomes.
 - d. Supports outsourced training by producing web-conferencing (e.g., WebEx, Zoom, MS Teams, etc.) managing breakout groups, answering live questions, etc.
3. Supporting team projects including but not limited to:
- a. Participates in a continuous feedback loop that supports developing training content for the Library Operations staff.
 - b. Participates in training needs assessments.
 - c. Acts as a secondary trainer and instructional designer to develop small parts of larger partnership projects or grant initiatives under the supervision of a Regional Manager.
 - d. Collaborates with the TPS technicians to shoot video and audio tracks used in Library Operations training materials.
4. Performs other duties as assigned.

CORE COMPETENCIES:

- Ability to address training needs with complete courses
- Experience in designing course content
- Customer Service
- MS Office (Intermediate)
- Public Service Ethics
- Public Speaking
- Automated library systems
- Library of Congress Classification System
- Professional & Technical Knowledge
- Organizing and Planning

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

● EDUCATION:

Required: Bachelor's Degree in Education or Instructional Design; completion of professional certifications or coursework related to the position.

Preferred: Master's Degree in Library Science (MLS or MLIS from an ALA accredited institution).

• **EXPERIENCE:**

Required: Two (2) years of experience in training, instructional design, or organizational development.

Preferred: Two (2) years of experience in training, instructional design, or organizational development, with at least one (1) year of experience implementing training strategies, including e-learning development, hybrid courses, needs analysis, lesson plans, and meeting and classroom facilitation.

• **LICENSE OR 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 setting. Ability to lift up to ten (10) pounds and occasionally lift and/or carry 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, spelling, grammar, punctuation, and arithmetic.
- Knowledge of training current trends and best practices.
- Knowledge of photographic equipment and photography principles, including studio portrait and visual composition.
- Ability to motivate 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 oral and written formats) to a wide variety of internal and external customers.
- Ability to prioritize, reorganize and triage tasks to meet established deadlines in a dynamic work environment.
- Proficient in remote training/web conferencing platforms such as Zoom, WebEx, and MS Teams.

DEVELOPED: June 2023