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.