

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

JOB TITLE: Manager, Network Systems & Cybersecurity

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials and Administrators

BARGAINING UNIT: Manager

GENERAL SUMMARY:

Under the general direction of the Library District's (District) Director of Information Technology, the Manager of Network Services and Cybersecurity provides operational, and administrative leadership for the Library Districts network services, network equipment/hardware, and network security. Managerial responsibilities include, but are not limited to, network management, technology hardware management, IT Help-Desk services, cybersecurity, as well as supporting District goals and community initiatives. Supervises and manages service delivery staff for information technology function by serving as a member of District's Leadership Team. Creates a work environment that encourages high performance, collaboration, innovation and excellent internal and external customer service. 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 Network Services and Cybersecurity function:
 - a. Plans long-term strategic and short-term operational goals for the Network Services and Cyber Security function;
 - b. Organizes, Network Services, Cybersecurity function, and employees to achieve established goals;
 - c. Staffs Network Services, Cybersecurity function, within budgetary guidelines to meet service/technology demands 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 Information Technology 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. Provides administrative supervision to assigned staff including but not limited to:
 - a. Performance Coaching & Management;
 - b. Career Counseling & Development; and
 - c. Conflict Resolution.
3. Manages the business affairs of the Network Services and Cybersecurity functions, including supervising personnel, compliance, authorizing financial transactions, hardware maintenance, network services, contract administration, project management, analyses, identifying potential sources of funding, and reporting.
4. Defines and communicates projects, plans, policies, and standards for the District.
5. Oversees District-wide projects, plans, programs and committees to support and achieve Information Technology strategic initiatives and goals.
6. Develops relationships and communicates with the internal customers and the local community to establish technology programs to support 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 Information Technology, Cybersecurity, Library Administration, and Public Administration and makes recommendations regarding future District Strategies and Planning.
9. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- Public Service Ethics
- Strategic, Operational, and Administrative: Planning, Organizing, Directing, Staffing, Reporting, Coordinating and Budgeting
- Public Speaking
- IT Project, Network, and Security Management

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

● **EDUCATION:**

Required: Bachelor's degree in Management Information Systems, Information Technology and Systems Engineering, Cyber Security Computer Science or related field.

Preferred: Master's degree in Management Information Systems, Computer Science or related field.

● **EXPERIENCE:**

Required: Eight (8) years of professional Information Technology experience with at least five (5) of those years in an Information Technology management role leading technology services and initiatives.

Preferred: Ten (10) years of professional Information Technology experience with at least five (5) of those years in a Director of Information Technology, or equivalent, role in a large multi-facility public library or academic setting.

● **LICENSE AND CERTIFICATION:**

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

Preferred: Cisco Certified Network Associate (CCNA), Certified Information Systems Security Professional (CISSP), or Certified Ethical Hacker (CEH).

- **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 Library Information Technology Management, Network Administration and Cybersecurity.
- Ability to use, understand and influence the highest levels of current and emerging workplace technology including library technology systems and networks, security and infrastructure, systems integration, technical architecture, hardware, email, internet, databases, e-media, social media and other software.
- Ability to manage multiple projects, organize workload, and integration effectively and efficiently to accommodate deadlines.
- Ability to maintain effective interpersonal relationships.
- Ability to communicate effectively with a wide variety of external and internal customers.
- Ability to lead and implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

DEVELOPED: October 21, 2024