

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

JOB TITLE: Branding & Marketing Administrative Coordinator

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Administrative Support Workers

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY

Under general supervision of the Branding & Marketing (BAM) Director or designee, provides administrative and operational support to ensure the effective functioning of the BAM department. Responsible for coordinating purchasing, vendor communication, inventory management, budget tracking, and general department logistics. Serves as a key liaison between the department and internal staff, vendors, and outside agencies, ensuring efficient operations and consistent support for marketing initiatives and events.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Maintains or assists in maintaining the department's budget, including tracking expenditure authorizations, maintaining balances, reviewing invoices for accurate billing, approving invoices for payment, and resolving invoice discrepancies with vendors.
2. Prepares, authorizes, and processes purchase orders and payments; coordinates related services and work.
3. Assists in researching vendors to obtain comparative pricing, and maintains current and accurate vendor contracts and insurance files.
4. Manages inventory and distribution of departmental and District supplies and materials, including marketing items, office and print supplies, library cards, and swag. Coordinates ordering, distribution, and fulfillment in collaboration with internal staff and branch libraries.
5. Works closely with printing vendors and places orders for signage and other promotional materials.
6. Maintains department records, including digital and print files, purchase orders, vendor contracts, and departmental files; ensures filing systems are current and well-organized.
7. Compiles, prepares, and distributes general correspondence, memos, agendas, minutes, reports, invoices, and other relevant materials.
8. Assists with proofreading written and visual materials.
9. Assists with the assignment and scheduling of work orders.
10. Resolves a variety of routine and non-routine administrative or personnel issues, escalating complex matters as needed.

11. Schedules meetings, interviews, equipment repair and service, and other department needs as assigned.
12. Acts as a liaison between the department and external agencies; communicates regularly with staff, management, vendors, and the public in person and by phone.
13. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- MS Office suite (proficient)
- Business letter writing and report preparation
- Planning, Organizing, Reporting, Coordinating & Budgeting
- Public service ethics

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Bachelor's degree in Marketing, Communications, or related field.

Preferred: N/A

- **EXPERIENCE:**

Required: Four (4) years of increasingly responsible administrative or operational support experience in a marketing, communications, or public sector environment.

Preferred: Experience in project management.

- **License, Certificate, or Requirements:**

Required: N/A

Preferred: N/A

PHYSICAL REQUIREMENTS: Essential and marginal functions may require standing and walking, frequent light lifting (5 - 10 pounds); occasional moderate lifting (11 - 20 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time. Tasks require visual perception, audio perception, and oral communications ability. Tasks may require infrequent exposure to adverse environmental conditions.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of office procedures including work order systems, accounts payable/receivable, purchase orders, and inventory controls.

- Knowledge of basic accounting principles and procedures.
- Knowledge of budget development, administration, and control principles.
- Knowledge of English grammar, spelling, and punctuation.
- Skill in use of personal computers and project management software.
- Skill in use of general office equipment.
- Ability produce marketing materials with attention to detail.
- Ability to communicate effectively both orally and in writing, with a high level of attention to detail.
- Ability to process and handle confidential information with discretion.
- Ability to travel within Clark County as required.

DEVELOPED: June 20, 2025