

JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Business Librarian

EXEMPTION STATUS: Exempt

JOB CATEGORY: Professionals

BARGAINING UNIT: Supervisory

GENERAL SUMMARY:

Under general supervision, interacts with external and internal customers to serve as a resource specialist in intellectual property, patent research, and related business development services; maintains knowledge of intellectual property information and services; provides specialized resources, programs, and services for small businesses, entrepreneurs, and inventors, with a focus on intellectual property guidance; and performs a variety of transactional duties in accordance with established policies, procedures, and practices. Typically reports to management-level Library Operations position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential Duties & Responsibilities of Librarian plus:

1. Provides business and entrepreneurial support
 - a. Using library databases and resources, provide expert guidance on business research, market analysis, and industry trends.
 - b. Assist entrepreneurs and small business owners with creating business plans, accessing funding opportunities, and developing marketing strategies.
 - c. Develop and maintain partnerships with local business organizations, chambers of commerce, and economic development agencies.
2. Provides patent and intellectual property support:
 - a. Offer specialized assistance to patrons on the patent application process, intellectual property laws, and trademark registration.
 - b. Conduct workshops and one-on-one consultations on intellectual property topics, ensuring compliance with United States Patent and Trademark Office (USPTO) guidelines.

- c. Maintain and curate a comprehensive collection of patent and intellectual property resources.
 - d. Stay current on trends in business development, entrepreneurship, and intellectual property laws.
 - e. Maintain patent certification and participate in ongoing training related to USPTO and business resources.
3. Assists with collection maintenance and development activities such as reading reviews, ordering library materials, and weeding collection.
4. Maintains compliance with Library District, branch, and assigned department policies and procedures and explains policies and procedures to customers and staff.
5. Acts as Person-in-Charge (PIC) on a routine basis and as needed.
6. Ability to conduct miscellaneous meetings and training sessions at branches throughout the Library District.
7. Ability to maintain a safe environment for customers and staff.
8. Attends and participates in professional association meetings and seminars.
9. Maintains knowledge of sources and availability of current information and research techniques.
10. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Librarian plus:

- Business information resources and discovery tools
- Instructional design and information literacy in business contexts
- Research support aligned with business curricula and workflows
- Library technologies and digital access systems
- Service assessment and data-informed decision-making

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Master's Degree in Library and Information Science from a college or university accredited by the American Library Association.

Preferred: Master's Degree in Library and Information Science from a college or university accredited by the American Library Association with a MBA or JD

- **EXPERIENCE:**

Required: One (1) year of experience providing business or entrepreneurial support in a library, academic, or community setting, and experience providing patent, trademark, and intellectual property research.

Preferred: Strong instructional skills with the ability to design and present workshops.

- **LICENSE AND CERTIFICATION:**

Required: Possess or be able to obtain a valid Nevada driver's license at the time of hire.

Prior completion of Las Vegas-Clark County Library District's PIC training or completion of core PIC training within six (6) months of hire.

District-provided AED/CPR certification must be completed within six (6) months of hire and must be maintained (current) while in a covered position.

Preferred: Current USPTO Patent and Trademark Resource Center (PTRC) training or equivalent patent certification.

- **PHYSICAL REQUIREMENTS:** Although work is performed in a library setting, a limited amount of walking or standing is often necessary to carry out job duties. Tasks may involve frequent walking, standing, bending, reaching, stopping, and lifting and carrying objects of moderate weight (20-50 pounds).

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

KSAs of Library Assistant plus

- Knowledge of business information resources, including market research databases, industry reports, financial data, and relevant business publications.

- Knowledge of public library principles, practices, and techniques.
- Knowledge of current literature, trends, and developments in the field of library science, especially those pertaining to areas assigned (i.e., business services, patent services, reference, reader's advisory, technology, etc.).
- Knowledge of business concepts including fundamental business principles, market dynamics, and industry trends.
- Knowledge of effective supervisory principles and methods.
- Knowledge of instructional principles and lesson-plan development.
- Ability to teach others how to effectively find, evaluate, and utilize business information.
- Ability to provide specialized research and information management services related to patents and other intellectual property.
- Ability to effectively communicate the value of library resources and services to the business community, through outreach initiatives and marketing strategies.
- Ability to exercise good judgment and make sound decisions.

DEVELOPED: July 5, 2025