



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Assistant Branch Manager

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials and Administrators

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under the intermittent supervision of the Branch Manager, assists in the operational and administrative leadership of a designated District branch. Supervises and manages branch service delivery and directly/indirectly supervises assigned staff. Responsible for fostering positive relationships within the community and assisting with the oversight of branch projects, programs, and committees. Acts as Person-in-Charge (PIC) on a routine basis and as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential Duties & Responsibilities of Librarian plus:

1. Assists the Branch Manager with the day-to-day operational management of a designated library branch by:
 - a. Planning short-term (daily to annual) operational goals for the assigned branch.
 - b. Organizing the assigned branch, departments, and employees to achieve established goals.
 - c. Staffing the branch and assigned departments within budgetary guidelines to meet service demand and requisite skill needs.
 - d. Directing staff to achieve established goals.
 - e. Coordinating with other branches and administrative departments to meet established branch and District goals.
 - f. Developing, maintaining, and monitoring key branch reporting metrics to achieve and control desired quality outcomes.
 - g. Developing, maintaining, and monitoring the annual branch budget to achieve established goals and utilize District resources in an efficient and effective manner.

2. Supervises assigned staff and assists in the supervision of branch staff, including but not limited to:
 - a. Performance coaching and management.
 - b. Career counseling and development.
 - c. Conflict resolution.
3. Assists with the oversight of branch projects, programs, vendors, and committees to support and achieve branch initiatives and goals.
4. Develops relationships and communicates with the local community to assist in the establishment of programs and outreach initiatives to support community and District goals.
5. Prepares and maintains files, records, and reports.
6. Organizes and reviews work for efficient results and accuracy.
7. Monitors branch compliance with all federal, state, and local laws, regulations, codes, best practices, and District policies and procedures.
8. Monitors and adapts to current and emerging trends in library administration, library science and public administration, and provides recommendations for branch and District strategies and planning.
9. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Librarian plus:

- Library of Congress Classification System

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

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

Preferred: N/A

- **EXPERIENCE:**

Required: Three (3) years professional librarian experience with at least two (2) years supervisory experience.

Preferred: Three (3) years professional librarian experience, with at least two (2) years supervisory experience in a public library.

- **LICENSE AND CERTIFICATION:**

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

Prior completion of Las Vegas-Clark County Library District's Person-in-Charge (PIC) Training, or completion of core PIC Training within six (6) months of assuming the position.

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

Preferred: N/A.

- **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, stooping, and some lifting and carrying of objects of moderate weight (20-50 pounds).

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

KSAs of Librarian plus:

- Ability to implement strategic library services and objectives.
- Ability to accurately prepare and maintain files, records and reports
- Ability to lead with professional composure.
- Ability to process and handle confidential information with discretion

DEVELOPED: July 1, 1995

UPDATED: April 23, 2025