



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Computer Lab Department Head

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials and Administrators

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under general supervision, provides leadership, management, training, and professional and supervisory support in the planning, coordination, and operation of a Computer Lab Department at a branch library and provides assistance, training, and problem-solving support to computer lab users and staff. Responsible for fostering positive relationships with 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 Computer Lab Assistant plus:

1. Motivates and supervises assigned staff, including but not limited to:
 - a. Performance coaching and management.
 - b. Career counseling and development.
 - c. Conflict resolution.
2. Organizes assigned services, programs, and employees to achieve established goals.
3. Coordinates with Branch Manager and other branch-level library departments to meet established branch and District goals.
4. Develops, maintains, and monitors key reporting metrics to achieve and control desired quality outcomes.
5. Accurately prepares and maintains files, records, and reports.
6. Processes and handles confidential information with discretion.
7. Sets short-term (daily to annual) operational goals for assigned service or department.
8. Handles customer service issues.

9. Monitors department compliance with all federal, state, and local laws, regulations, codes, best practices, and District policies and procedures.
10. Monitors and adapts to current and emerging trends in library administration/science and public administration and makes recommendations regarding future department, branch, and District strategies and planning for the computer lab.
11. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Computer Lab Assistant plus:

- Report and record-keeping

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Bachelor's Degree required.

Preferred: Bachelor's degree in Computer Science or related field.

- **EXPERIENCE:**

Required: Two (2) years' experience training and/or instructing users on personal computers and software operations with at least one (1) year in a lead or supervisory role or completion of Library District's Apprentice Person-In-Charge (APIC) training.

Preferred: N/A

- **LICENSE AND CERTIFICATION:**

Required: 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.

- **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 Computer Lab Assistant plus:

- Knowledge of effective supervisory principles and methods.

- Knowledge of report and record-keeping principles and procedures.
- Ability to perform basic accounting.
- Ability to handle stressful situations with professional composure.

DEVELOPED: July 1, 1995

UPDATED: April 23, 2025