



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Library Operations Director

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials and Administrators

BARGAINING UNIT: N/A

GENERAL SUMMARY:

Under the intermittent direction of the Executive Director, the Library Operations Director provides strategic, operational, and administrative leadership and oversight of all branch and for-contract libraries, staff, projects, programs, and committees. Responsible for short and long range planning, budget preparation and administration, and personnel administration for the Library Operations Department. Directs the Library Operations Administration team in developing goals, objectives, and standards for library services. This position serves as a member of the Executive Director's Administrative Team.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential Duties & Responsibilities of Regional Manager plus:

1. Oversees the operation of all branch library services.
2. Participates in district-wide planning and is responsible for developing and implementing plans to meet the public service goals of the district.
3. Analyzes, selects, and executes staff recommendations.
4. Reviews and approves annual budget recommendations from Regional Managers and Branch Managers.
5. Serves on the Library District's Administrative Team.
6. Conducts library research, procedural and administrative studies, and prepares reports relative to recommended solutions or courses of action regarding such matters.
7. Interprets, develops, and implements Library District and Branch policies and procedures.
8. Maintains communication with the local community and conducts public outreach programs to increase public awareness and support of library programs and services.
9. Provides advice and consultation to the Executive Director, Library District staff and management, the Board of Trustees, the Foundation of the Library, customers, and others concerning various policies and long-range planning of the district.

10. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Regional Manager plus:

- Strategic, Managerial, and Administrative Planning, Organizing, Directing, Staffing, Reporting, Coordinating & Budgeting

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Master's Degree in Library Science from a college or university accredited by the American Library Association, or Master's Degree in Public Administration (MPA), Business Administration (MBA) or related field.

Preferred: Master's Degree in Library Science from a college or university accredited by the American Library Association with a dual degree or concentration in Business Administration or related field.

- **EXPERIENCE:**

Required: Eight (8) years professional-level library or business/public administration experience with at least five (5) of those years at a management level.

Preferred: N/A.

- **LICENSE AND CERTIFICATION:**

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

Completion of Las Vegas-Clark County Library District's (LVCCLD) 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 months from the date of employment and must be maintained (current) while in a covered position.

Preferred: N/A.

- **PHYSICAL REQUIREMENTS:** Although work is performed in an office 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:

KSA's of Regional Manager plus:

- Ability to lead and implement change initiatives related to administrative processes and technologies.

DEVELOPED: July 1, 1995

UPDATED: April 23, 2025