



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Library Operations Support Manager

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials and Administrators

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under the intermittent direction of the Library Operations Director, the Library Operations Support Manager performs a variety of complex supervisory and administrative work in the coordination and operation of the Library Operations Department including budget and purchasing support; inventory and position control; project management; statistics and reporting; and managing a team of District-Wide staff.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assists in budget and purchasing including:
 - a. Performs business support for the management of the Library Operations budget and purchasing to include branch libraries and a variety of projects.
 - b. Coordinates and maintains annual budget, personnel, and supplemental requests.
 - c. Manages budget accounting system and branch supply order approvals.
 - d. Compiles, prepares, and submits a variety of purchases including small equipment items and operating supplies, and coordinates distribution/delivery.
 - e. Processes and reconciles invoices for accuracy.
 - f. Generates spreadsheets, interprets, analyzes, summarizes, and distributes a variety of financial data and reports.
 - g. Establishes and trains staff on budget and purchasing guidelines and procedures.
 - h. Acts as a liaison to the Financial Services and Purchasing departments.
2. Assists in the control of inventory and positions, including but not limited to:
 - a. Performs asset and inventory management for Library Operations equipment and staff positions.

- b. Coordinates, processes, and maintains inventory for a variety of technical equipment including circulating devices, in-house technology and gadgets, STEAM materials, etc.
 - c. Maintains staff position control to include planning, compiling, reconciling, and processing position conversion requests and/or any other position changes, and authorizing and tracking staff extra hours.
 - d. Acts as a liaison to the Human Resources Department.
- 3. Project Management, including but not limited to:
 - a. Provides clerical and project management support for Library Operations or Library District initiatives.
 - b. Prepares planning documents and routine and non-routine reports to include the development of goals, objectives, and measurements for branch libraries and administrative functions.
 - c. Creates, maintains, and tracks project goals, budgets, and timelines.
 - d. Schedules, coordinates, and documents project meetings.
 - e. Prepares periodic project status reports.
 - f. Works closely with branch staff and other administrative support departments.
- 4. Assists with statistics and reporting including but not limited to:
 - a. Creates, manages, and maintains data entry tools and data collection.
 - b. Provides various reports and analytics on a monthly and annual basis.
 - c. Works with other departments to ensure consistent data collection and statistical reporting across departments and district-wide.
- 5. Supervises assigned staff including but not limited to:
 - a. Scheduling District-Wide coverage.
 - b. Performance Coaching & Management.
 - c. Career Counseling & Development.
 - d. Conflict Resolution.
- 6. Coordinates Branch compliance with all federal, state, and local laws, regulations, codes, best practices, and District policies and procedures.
- 7. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Assistant Branch Manager plus:

- Managerial planning, organizing, directing, staffing, reporting, coordinating, and budgeting.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Bachelor's Degree in Business, Accounting or a related field.

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

- **EXPERIENCE:**

Required: Two (2) years' supervisory experience, including hiring, discipline, performance management, and evaluation of paid staff.

Preferred: N/A.

- **LICENSE AND CERTIFICATION:**

Required: Prior 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 (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 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 Assistant Branch Manager plus:

- Knowledge of current and emerging trends in Library Administration/Science and Public Administration.
- Skill in word processing, spreadsheet creation, project management software.
- Skill in business reporting and analytics.
- Ability to make recommendations regarding future Branch and District strategies and planning.
- Ability to evaluate and implement services from a district-wide perspective.
- Ability to manage multiple assignments and priorities through personal organization and effective delegation to ensure timely, accurate outcomes.
- Ability to analyze, propose solutions/changes to, and implement solutions/changes to administrative problems, issues, and processes.
- Ability to effectively translate strategic goals into operational initiatives.

DEVELOPED: July 1, 1995

UPDATED: April 23, 2025