



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Library Operations Trainer

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials and Administrators

BARGAINING UNIT: Non-Supervisory

GENERAL SUMMARY:

Under the intermittent supervision of the Library Operations Director, primarily assesses training needs, designs and coordinates instructional content for Library Operations (LO) professional development, teaches live courses and records video, provides consultation to the Library Operations department to help transition training needs to successful learning-experience implementation, manages multiple training programs in different stages of development, helps colleagues develop their projects by providing feedback, conducts user and quality testing, and supports a variety of activities to ensure that employees are ready for their positions. May require travel between District branches.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential Duties & Responsibilities of Librarian plus:

1. Provides course development, including but not limited to:
 - a. Being responsible for all aspects of in-person and virtual learning development, including scoping, analysis, designing, developing, implementing, evaluating, and updating content.
 - b. Creating high-quality, in-person and online learning experiences in collaboration with a variety of stakeholders.
 - c. Coordinating and facilitating stakeholder activities to ensure timely fulfillment and delivery of content.
 - d. Publishing training courses for registration via the Training Classes Administration site.
 - e. Writing technical documents and training collateral to support training projects
 - f. Adhering to quality standards and technical requirements for building learning experiences.
2. Delivers training, including but not limited to:

- a. Researching various topics and collaborating with subject-matter experts to create resources necessary to design training curricula.
 - b. Facilitating training in several formats, including remote and classroom environments.
 - c. Applying a variety of classroom teaching strategies and techniques to promote student engagement and attain learning outcomes.
 - d. Supporting outsourced training by facilitating web-conferencing (e.g., WebEx, Zoom, MS Teams, etc.), managing breakout groups, answering live questions, etc.
3. Supports team projects, including but not limited to:
 - a. Participating in a continuous feedback loop that supports developing training content for the Library Operations staff.
 - b. Participating in training-needs assessments.
 - c. Acting as a secondary trainer and instructional designer in collaboration with a Regional Manager on partnership projects or grant initiatives.
 - d. Collaborating with TPS technicians to shoot video and audio tracks used in Library Operations training materials.
4. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer service
- MS Office (advanced)
- Public service ethics
- Course content design
- Public speaking
- Video conferencing and remote training

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Bachelor's degree in Education or Instructional Design; completion of professional certifications or coursework related to the position.

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

- **EXPERIENCE:**

Required: Two (2) years' experience in training, instructional design, or organizational development.

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.

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:

KSAs of Librarian plus:

- Knowledge of current training trends and best practices.
- Knowledge of videography equipment and principles, including graphic design and visual composition.
- Skill in conducting remote training/web conferencing on platforms such as Zoom, WebEx, and MS Teams.
- Skill in identifying, evaluating, and developing courses to meet training needs.
- Skill in assessing and evaluating training outcomes and implementation.
- Skill in prioritizing, reorganizing, and triaging tasks to meet established deadlines in a dynamic work environment.
- Ability to accurately prepare and maintain files, records, and reports.

DEVELOPED: July 1, 1995

UPDATED: April 23, 2025