



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Multimedia Supervisor

EXEMPTION STATUS: Exempt

JOB CATEGORY: Professionals

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under general supervision, interacts with a wide variety of external and internal customers to perform technical, creative, and lead supervisory work, to include the inspiration, development, planning, coordination, and implementation of multimedia services, programs, and collaboration in the operation of innovative and connected learning environments at a branch library; and performs a variety of transactional duties in accordance with established policies, procedures, and practices. Typically reports to management-level Library Operations position. Acts as Person-in-Charge (PIC) on a routine basis and as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential Duties & Responsibilities of Multimedia Specialist plus:

1. Supervises assigned staff, including but not limited to:
 - a. Performance coaching and management.
 - b. Career counseling and development.
 - c. Conflict resolution
2. Maintains compliance with Library District, branch, and assigned department policies and procedures and explains policies and procedures to customers and staff.
3. Exercises decision-making skills.
4. Ability to conduct miscellaneous meetings, programs, and training sessions at sites throughout the District.
5. Ability to maintain a safe environment for customers and staff.
6. Collects and compiles a variety of data.
7. Attends and participates in professional association meetings and seminars.
8. Performs intermediate maintenance, troubleshooting, or repair on library equipment.
9. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Multimedia Specialist plus:

- MS Office suite and general computing software and equipment (intermediate)
- Report and record-keeping

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Bachelor's Degree.

Preferred: Bachelor's degree in a STEAM-related field.

- **EXPERIENCE:**

Required: Two (2) years' experience in a STEAM-related field, including customer service and multimedia or Makerspace technologies.

Preferred: Two (2) years' experience in a STEAM-related field, including customer service and multimedia or Makerspace technologies, and one (1) year supervisory experience.

- **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 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 Multimedia Specialist plus:

- Knowledge of public library principles, practices, and techniques.
- Knowledge of technology trends, especially those pertaining to the assigned areas.
- Knowledge of effective supervisory principles and methods.

- Knowledge of instructional principles and lesson-plan development.
- Ability to exercise good judgment and make sound decisions.

DEVELOPED: August 4, 2017

UPDATED: April 23, 2025