



## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

**JOB TITLE:** Regional Manager, Library Operations

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Officials and Administrators

**BARGAINING UNIT:** N/A

### **GENERAL SUMMARY:**

Under the intermittent direction of the Library Operations Director, the Regional Manager of Library Operations provides strategic, operational, and administrative leadership to multiple District branches serving a designated region. Supervises and manages regional service delivery for designated region and directly supervises assigned Branch Managers. Responsible for fostering positive relationships within the community and providing oversight of projects, programs, and committees for multiple branches.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Responsible for the overall planning and managerial operations of assigned Library Branches:
  - a. Plans long-term and short-term operational goals for assigned branches.
  - b. Organizes assigned branches, departments, and employees to achieve established goals.
  - c. Staffs assigned branches and departments within budgetary guidelines to meet service demand and requisite skill needs.
  - d. Directs assigned staff to achieve established goals.
  - e. Coordinates with other areas of Library Administration to meet established District goals.
  - f. Develops, maintains, and monitors key reporting metrics to achieve and control desired quality outcomes.
  - g. Develops, maintains, and monitors annual budget to achieve established goals and utilize District resources in an efficient and effective manner.
2. Provides administrative supervision to assigned managers and staff including but not limited to:
  - a. Performance Coaching & Management.
  - b. Career Counseling & Development.

- c. Conflict Resolution.
  - d. Oversees multi-branch projects, programs and committees to support and achieve District strategic initiatives and goals.
- 3. Develops relationships and communicates with the local community to establish outreach programs to support community and District goals.
- 4. Ensures compliance with all federal, state, and local laws, regulations, codes, and District policies and procedures.
- 5. Performs other duties as assigned.

### **CORE COMPETENCIES:**

Competencies of Branch Manager plus:

- Public Speaking.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- **EDUCATION:**

**Required:** Master's Degree in Library Science, Business Administration (MBA), Public Administration (MPA), 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:** Five (5) years' professional-level library or business/public administration experience with at least four (4) 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 Branch Manager plus:

- Knowledge of principles, practices, trends and best practices in Library Administration and Public Administration.
- Skill in communicating with a wide variety of external and internal customers.
- Skill in leading and implementing change initiatives.
- Ability to monitor and adapt to current and emerging trends in Library Administration/Science and Public Administration
- Ability to develop, implement, and assess future District strategies and planning.
- Ability to travel as required.
- Ability to develop, evaluate, and implement services from a strategic perspective.

**DEVELOPED: July 1, 1995**

**UPDATED: April 23, 2025**