



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Access Services Manager

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials and Administrators

BARGAINING UNIT: Manager

GENERAL SUMMARY:

Under the general direction of the Library Operations Director, the Access Services Manager provides professional, administrative, and supervisory direction for user-centered services, information systems, and all library automation systems related to database and software management for the Library District. Helps branch staff and the public with the operation, use, and policies centered around these systems. Responsible for fostering positive relationships within the community and providing oversight to multi-branch or region projects, programs, and committees. Fosters and maintains a diverse, equitable, inclusive, and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for the day-to-day operational management of the library automation systems and user-centered services:
 - a. Develops, maintains, and monitors key reporting metrics to achieve and control desired quality outcomes;
 - b. Develops, maintains, and monitors annual service or program Budget to achieve established goals and utilize District resources in an efficient and effective manner;
2. Oversees multi-branch projects, programs, and committees to support and achieve District Strategic initiatives and goals:
 - a. Plans long-term and short-term operational goals for assigned services or programs;
 - b. Organizes assigned services, programs, and coordinates with branch staff to achieve established goals;
 - c. Coordinates with other programs and other Library services to meet established District Goals.
3. Develops relationships and communicates with outside vendors to establish outreach programs to support community and District goals.

4. Ensures Regional compliance with all federal, state, and local laws, regulations, codes, and District Policies and Procedures.
5. Stays abreast of current and future trends in Library Administration/Science and Public Administration and makes recommendations regarding automated systems used in libraries such as PC Reservations, III, Envisionware RFID Solution, online tools and resources, the Internet, and computerized catalogs.
6. Performs other duties as assigned.

CORE COMPETENCIES:

- Managerial Planning, Organizing, Directing, Reporting, Coordinating & Budgeting
- Customer Service
- Public Service Ethics
- Public Speaking

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Master's Degree in Library Science (MLS or MLIS) from a college or university accredited by the American Library Association (ALA).

Preferred: Bachelor's degree in Computer Science or related field, with a Master's Degree in Library Science (MLS or MLIS) from a college or university accredited by the American Library Association (ALA).

- **EXPERIENCE:**

Required: Three (3) years' experience as a professional librarian, with at least two (2) of those years at a supervisory or department head 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 Person-in-Charge (PIC) Training, or completion of core PIC Training within 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:** Work is primarily performed in an office setting. Ability to lift up to ten (10) pounds and occasionally lifting and/or carrying such articles as files or books. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of principles, practices, trends, and best practices in Library Administration and Public Administration.
- Knowledge of cataloging practices and standards such as AACR2, LCSH, MARC, and LCC.
- Knowledge of automated systems used in libraries such for PC Reservations, ILS, RFID, as well as on-line tools and resources, the Internet, and computerized catalogs.
- Skill in completing multiple assignments accurately and in a timely manner.
- Ability to lead and implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.
- Ability to communicate with a wide variety of external and internal customers.
- Ability to effectively translate Strategic Goals into Operational Initiatives.

DEVELOPED: May 3, 2010

UPDATED: January 2, 2025