



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

**JOB TITLE:** Adult Services Manager

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Official and Administrators

**BARGAINING UNIT:** Manager

### **GENERAL SUMMARY:**

Under the general supervision of the Community Engagement Director, the Adult Services Manager is responsible for the operational and administrative Leadership of Adult Services program. Service and program oversight includes but is not limited to workforce development, services for people experiencing homelessness, social services, naturalization services, mental health, digital literacy, higher education etc. Supervises and manages service delivery and directly/indirectly supervises assigned staff. Responsible for fostering positive relationships within the community and assisting with the oversight of District projects, programs, and committees. Fosters and maintains a diverse, equitable, inclusive and accessible work environment. May require travel between District Branches.

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

1. Responsible for the day-to-day operational management of the Adult Services program:
  - a. Plans short-term (daily to annual) operational goals for assigned service or program;
  - b. Organizes assigned services, programs, and employees to achieve established goals;
  - c. Staffs assigned services and programs within budgetary guidelines to meet service demand and requisite skill needs;
  - d. Directs and motivates assigned staff to achieve established goals;
  - e. Coordinates with other programs and other Library services 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 service or program Budget to achieve established goals and utilize District resources in an efficient and effective manner.
2. Assists in the supervision of assigned staff including but not limited to:
  - a. Performance Coaching & Management;
  - b. Career Counseling & Development; and
  - c. Conflict Resolution.
3. Assists with the oversight of projects, programs, vendors, contractors and committees to support and achieve service or program initiatives and goals.
4. Coordinates marketing and publicity communications and materials, which may include but are not limited to writing articles, speaking publicly, and conducting press interviews.
5. Identifies and recommends possible sources for grant funding and provides oversight of grant funded programs, activities and staff.
6. Develops relationships and communicates with the local community to assist in the establishment of programs to support community and District goals.
7. Monitors compliance with all federal, state and local laws, regulations, codes, best practices, and District Policies and Procedures.
8. Stays abreast of current and future trends in service or program Administration/Science and Public Administration and makes recommendations regarding future District Strategies and Planning.
9. Performs other duties as assigned.

### **CORE COMPETENCIES:**

- Customer Service
- MS Word & Excel
- Knowledge of Library and Adult Programming Services/Practices
- Public Service Ethics

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

- **EDUCATION:**

**Required:** Master's Degree in Library Science from an institution accredited by the American Library Association (ALA).

**Preferred:** N/A

- **EXPERIENCE:**

**Required:** Three (3) years' experience in Adult Services field.

**Preferred:** Three (3) years' progressive experience in Adult Services field with at least two (2) of those years in a formal supervisory role.

- **LICENSE AND CERTIFICATION:**

**Required:** Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**Preferred:** Science, Technology, Engineering, Arts and Mathematics (STEAM) Teaching Certificate.

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office/classroom setting with frequent local travel required. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books, files, laptops or electronic devices. Although work is primarily performed in an office/classroom setting, a limited amount of bending, lifting, walking or standing is often necessary to carry out job duties.

**ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Ability to motivate and supervise staff.
- Ability to accurately prepare and maintain files, records and reports.
- Ability to handle stressful situations with professional composure.
- Ability to process and handle confidential information with discretion.
- Ability to communicate effectively in both oral and written form.
- Ability to maintain effective interpersonal relationships.
- Ability to implement change initiatives related to programs, administrative processes and technologies.
- Ability to travel as required.

**DEVELOPED:** May 18, 2022

**UPDATED:** September 20, 2022

