



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Branch Manager

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials and Administrators

BARGAINING UNIT: Manager

GENERAL SUMMARY:

Under the intermittent supervision of the Regional Manager, provides operational and administrative leadership to a designated District branch. Supervises and manages branch service delivery and directly/indirectly supervises branch staff. Responsible for fostering positive relationships within the community and providing oversight to branch projects, programs, and committees. Acts as Person-in-Charge (PIC) on a routine basis and as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential Duties & Responsibilities of Department Head plus:

1. Responsible for the day-to-day operational management of a designated library branch, including but not limited to:
 - a. Planning short-term (daily to annual) operational goals for the assigned branch.
 - b. Organizing the assigned branch, departments, and employees to achieve established goals.
 - c. Staffing the assigned branch and departments within budgetary guidelines to meet service demand and requisite skill needs.
 - d. Directing staff to achieve established goals.
 - e. Coordinating with other branches and other administrative departments to meet established Branch and District goals.
 - f. Developing, maintaining, and monitoring key Branch reporting metrics to achieve and control desired quality outcomes.
 - g. Developing, maintaining and monitoring annual Branch 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.
3. Oversees Branch projects, programs, vendors, and committees to support and achieve Branch initiatives and goals.
4. Builds community partnerships and leads outreach initiatives that align with both community needs and District goals.
5. Ensures Branch compliance with all federal, state and local laws, regulations, codes, best practices, and District Policies and Procedures.
6. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Assistant Branch Manager plus:

- Managerial planning, organizing, directing, staffing, reporting, coordinating, and budgeting.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

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

Preferred: N/A

- **EXPERIENCE:**

Required: Three (3) years' experience as a professional librarian with at least two (2) of those years at a branch associate 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.

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 Assistant Branch Manager plus:

- Knowledge of laws, regulations, and best practices applicable to Library Management.
- Ability to manage multiple assignments and priorities through personal organization and effective delegation to ensure timely, accurate outcomes.
- Ability to analyze, propose solutions/changes to, and implement solutions/changes to administrative problems, issues, and processes.
- Ability to effectively translate strategic goals into operational initiatives.

DEVELOPED: July 1, 1995

UPDATED: April 23, 2025