



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

**JOB TITLE:** Collections & Bibliographic Services Director

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Officials and Administrators

**BARGAINING UNIT:** Not Eligible

### **GENERAL SUMMARY:**

Under the general direction of the Library District's (District) Executive Director (ED), the Director of Collections and Bibliographic Services provides strategic, operational, and administrative leadership for the District's Collections and Access Services functions. The position is responsible for Collection Development, Interlibrary Loan, Electronic Resources, Bibliographic Services and Distribution Services. The position serves as a member of the ED's Administrative Team and is also responsible for fostering positive relationships within the community, furthering the District's Mission, providing oversight to District-wide partnerships/projects and fostering a diverse, equitable, inclusive and accessible work environment.

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

1. Responsible for the overall planning and managerial operations of the District's Collections and Access Services (Collection Development, Bibliographic Services, Electronic Resources, Interlibrary Loan, Distribution Center) function(s):
  - a. Plans long-term strategic and short-term operational goals for assigned function(s);
  - b. Organizes assigned function(s), departments, and employees to achieve established goals;
  - c. Staffs assigned branches and/or departments 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 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. Collaborates with District Administration to lead the analysis, development and maintenance of the physical and digital collections across District branches, departments and services.
3. Oversees the coordination and selections of library materials in all formats using various acquisition methods, such as one-time purchases, annual and multi-year subscriptions, approval plans, and standing orders.
4. Consults and negotiates with vendor and publisher representatives to meet service needs and Districts goals.
5. Provides administrative supervision to assigned managers and staff including but not limited to:
  - a. Performance Coaching & Management;
  - b. Career Counseling & Development;
  - c. Conflict Resolution.
6. Oversees District-wide projects, programs and committees to support and achieve District strategic initiatives and goals.
7. Ensures District compliance with all federal, state and local laws, regulations, codes, and District Policies and Procedures.
8. Stays abreast of current and future trends in Library Administration/Science and Public Administration and makes recommendations regarding future District Strategies and Planning.
9. Performs other duties as assigned.

#### **CORE COMPETENCIES:**

- Strategic, Operational, and Administrative: Planning, Organizing, Directing, Staffing, Reporting, Coordinating & Budgeting
- Customer Service
- Public Service Ethics
- Collection Development
- Collection Description & Access
- Information Technology & Data Management

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

- **EDUCATION:**

**Required:** Master's Degree in Library Science (MLS or MLIS from an ALA-accredited school).

**Preferred:** N/A

- **EXPERIENCE:**

**Required:** Five (5) years of professional-level library experience with at least (5) five of those years in a designated collections management role.

**Preferred:** Eight (8) years of professional-level library experience with at least (5) five of those years in a designated collections management role.

- **LICENSE AND CERTIFICATION:**

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

**Preferred:** N/A

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

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

- Knowledge of principles, practices, trends and best practices in Public Administration and Library Management.
- Knowledge of cataloging practices, digital collection technologies, access services, bibliographic database management, interlibrary loan and other resources-sharing practices.
- Ability to motivate and supervise staff.
- Ability to process and handle confidential information with discretion.
- Ability to maintain effective interpersonal relationships.
- Ability to communicate with a wide variety of external and internal customers including Public and Persuasive Speaking.
- Ability to maintain communicate, lead and implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

**DEVELOPED:            January 1, 2025**