



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

**JOB TITLE:** Community Engagement Director

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Officials & Administrators

**BARGAINING UNIT:** Ineligible

### **GENERAL SUMMARY:**

Provides executive leadership and administration to create and coordinate community outreach opportunities that increase awareness and support for the Las Vegas-Clark County Library District's (District) programs and services. Exercises general supervision over Literacy Services Manager, Youth Services Coordinator, Programming and Venues Manager, District Outreach Librarian, Gallery Services Coordinator and other assigned staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Ensures the effectiveness and efficient operation of District-wide outreach services and programs.
2. Directs assigned staff including but not limited to:
  - a. Performance Coaching & Management.
  - b. Career Counseling & Development.
  - c. Conflict Resolution.
3. Exercises decision-making skills in developing system-wide outreach services, literacy programs, and public services policies and procedures, subordinate staff development, project coordination, and budget administration and evaluation.
4. Establishes a clear vision and direction for educational and outreach programs including system-wide adult and youth programs, as well as literacy programs.
5. Resolves a wide range of routine and non-routine issues and difficult situations; determines areas in need of modification and improvement for assigned areas.
6. Maintains professional relationships with the Library District Board of Trustees, Library District staff and management, Library District Foundation, professional and institutional organizations, the community at large, and various outside agencies.

7. Stays informed of new trends and innovations in the fields of management and public library administration especially those pertaining to outreach, adult and youth programming, literacy services and gallery services.
8. Works with the Business Strategies and Planning Director and other District staff to prepare, review, defend, and implement Library District grants.
9. Ensures compliance with all pertinent Federal, State, and Local laws, regulations, and ordinances as well as all Library District policies and procedures.
10. Attends meetings, conferences, and hearings for the purpose of representing the District, presenting recommendations, acquiring information, or implementing District policy.
11. Serves on the District's Executive Council.
12. Performs other duties as assigned.

#### **CORE COMPETENCIES:**

- Customer Service
- MS Word & Excel
- Public Service Ethics
- Journalistic Principles & Graphic Design
- English grammar, Writing and Editing
- Public Relations and Marketing Principles

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

- **EDUCATION:**

**Required:** Bachelor's Degree in Education, Public or Business Administration, Social Work or a closely-related field.

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

- **EXPERIENCE:**

**Required:** Five (5) years of professional community outreach or dedicated library outreach experience.

**Preferred:** N/A

- **License or 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 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 setting, a limited amount of bending, lifting, walking or standing is often necessary to carry out job duties.

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

- Knowledge of current trends, best practices, and recent developments in the field of Journalism and Communications.
- Knowledge of principles, practices and techniques of program planning, development, implementation and administration related to theatrical and performing arts venues.
- Knowledge of budget development, administration, and control principles.
- Ability to plan, organize, and support successful library programming and outreach functions.
- Ability to motivate and supervise staff.
- Ability to accurately prepare and deliver communications.
- Ability to handle stressful situations with professional composure.
- Ability to communicate effectively in both oral and written form.
- Ability to maintain effective interpersonal relationships.
- Ability to implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

**DEVELOPED:** June 10, 2015

**UPDATED:** March 12, 2018