



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Correctional Institution Librarian

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials & Administrators

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under the administrative supervision of the Correctional Institutional Library Manager, the Correctional Institutional Librarian provides reference and reader advisory services to inmates by searching files, periodicals, the library materials collection, and automated library systems to locate requested information or materials at the Clark County Detention Center and North Valley Complex Libraries. May exercise lead supervision over lower-level staff and may directly supervise assigned subordinate staff. Fosters and maintains a diverse, equitable, inclusive and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential Duties & Responsibilities of Correctional Library Assistant, plus:

1. Follows the DSD STANDARD OPERATING PROCEDURES of the Clark County Detention Center and North Valley Correctional Libraries:
 - a. Provides reference, educational, and recreational reading materials that conform to the standards of the American Correctional Association/American Library Association Joint Committee on Institutional Libraries.
 - b. Assists inmates with legal research through electronic requests through the Request Manager Application (RMA) or in-person; photocopying legal materials within 72 hours, delivery of materials to inmates twice weekly.
 - c. Exercises limited decision-making skills in determining training needs of subordinate staff, book purchases, materials, and equipment purchases, inmate services, and contract negotiations.
 - d. Staffs assigned location and departments within budgetary guidelines to meet service demand and requisite skill needs.
 - e. Directs and motivates assigned staff to achieve established goals.
 - f. Works with Corrections Manager to meet established Facility & District Goals.

- g. Recommends, maintains, and monitors key reporting metrics to achieve and control desired quality outcomes.
2. Provides administrative supervision to assigned staff including but not limited to:
 - a. Performance Coaching & Management;
 - b. Career Counseling & Development;
 - c. Conflict Resolution.
 - d. Assists with Intuitional Library projects, programs, vendors, and committees to support and achieve initiatives and goals.
3. Supports relationships and communicates with the Las Vegas Metropolitan Police Department and Clark County to establish e library services to all inmates.
4. Ensures Program compliance with all federal, state and local laws, regulations, codes, best practices, and District Policies and Procedures.
5. Stays abreast of current and future trends in Correctional Library Administration/Science and Public Administration and makes recommendations regarding future Correctional Libraries and District Strategies and Planning.
6. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Assistant Branch Manager plus:

- Managerial Planning, Organizing, Directing, Staffing, Reporting, Coordinating & Budgeting

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

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

Preferred: N/A

- **EXPERIENCE:**

Required: Experience in searching and retrieving legal information in print and electronically.

Preferred: Correctional or Jail library experience.

- **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 (LVCCLD) Person-in-Charge (PIC) Training or completion of PIC Training within 12-months of assuming position.

District provided AED/CPR certification must be completed within six months from 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 with infrequent exposure to adverse environmental conditions.

Ability to lift up to twenty (20) 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:

KSAs of Assistant Branch Manager plus:

- Knowledge and ability to assist with Lexis Nexis product.
- Knowledge of laws, regulations, and best practices applicable to Library Management.
- Skill in completing multiple assignments accurately and in a timely manner.
- 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: September 2, 2022