



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

**JOB TITLE:** Correctional Institutional Library Manager

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Officials & Administrators

**BARGAINING UNIT:** Manager

### **GENERAL SUMMARY:**

Under the administrative supervision of a Regional Manager, the Correctional Institutional Library Manager provides operational and administrative leadership to Clark County Detention Center and North Valley Complex Libraries. Supervises and manages the performance, and delivery of service and directly/indirectly supervises correctional library staff. Responsible for fostering positive relationships within the community, including Clark County, and the Las Vegas Metropolitan Police Department while providing oversight to correctional library projects, programs, and services. Fosters and maintains a diverse, equitable, inclusive and accessible work environment.

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

1. Ensures the efficient daily operation of the Clark County Detention Center and North Valley Correctional Libraries:
  - a. Plans short-term (annual to daily) operational goals for assigned program.
  - b. 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.
  - c. Exercises decision-making skills in determining training needs of subordinate staff, book purchases, materials, and equipment purchases, inmate services, and contract negotiations.
  - d. Organizes assigned facilities and employees to achieve established goals.
  - e. Staffs assigned location and departments within budgetary guidelines to meet service demand and requisite skill needs.
  - f. Directs and motivates assigned staff to achieve established goals.
  - g. Coordinates with other Library departments to meet established Facility & District Goals.

- h. Develops, maintains, and monitors key reporting metrics to achieve and control desired quality outcomes.
  - i. Develops, maintains and monitors annual Budget to achieve established goals and utilize District resources in an efficient and effective manner.
2. Provides administrative supervision to assigned staff including but not limited to:
    - a. Performance Coaching & Management;
    - b. Career Counseling & Development;
    - c. Conflict Resolution.
    - d. Oversees Intuitional Library projects, programs, vendors, and committees to support and achieve initiatives and goals.
  3. Develops 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:** Three (3) years' experience as a professional librarian with at least two (2) of those years at a supervisory or department head level.

**Preferred:** Three (3) years' experience as a professional Librarian with at least two (2) of those years at a jail or correctional library.

- **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