



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

**JOB TITLE:** Department Head

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Officials and Administrators

**BARGAINING UNIT:** Supervisor

### **GENERAL SUMMARY:**

Under general direction from the Branch Manager or designee, exercises general supervision over a library department or service for the assigned department (e.g. Youth Services, or Adult Services). Performs a variety of professional and supervisory work, including the planning, coordination, and implementation of programs and partnerships, as well as the operation of a library services department at a branch library. Acts as Person-in-Charge (PIC) on a routine basis and as needed.

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

Essential Duties & Responsibilities of Librarian plus:

1. Supervises assigned staff, including but not limited to:
  - a. Performance coaching and management.
  - b. Career counseling and development.
  - c. Conflict resolution.
2. Develops relationships and communicates with the local community to assist in the establishment of programs and outreach initiatives to support community and District goals.
3. Performs and leads collection development and maintenance activities for the assigned department.
4. Plans, coordinates, and assigns outreach and library programming.
5. Prepares and maintains files, records, and reports.
6. Processes and handles confidential information with discretion.
7. Sets short-term (daily to annual) operational goals for assigned service or department.
8. Organizes and reviews work for efficient results and accuracy.

9. Monitors department compliance with all federal, state, and local laws, regulations, codes, best practices, and District policies and procedures.
10. Monitors and adapts to current and emerging trends in library administration/science and public administration and makes recommendations regarding future department, branch, and District strategies and planning.
11. Performs other duties as assigned.

### **CORE COMPETENCIES:**

Competencies of Librarian plus:

- MS Office suite and general computing software and equipment
- Automated library systems
- Report and record-keeping

### **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:** One (1) year supervisory experience as a professional librarian in a related library department.

**Preferred:** Three (3) years professional librarian experience with at least two (2) years supervisory experience in a public library.

- **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.

**Preferred:** NA

- **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 Librarian plus:

- Ability to implement strategic library services and objectives.
- Ability to lead with professional composure.

**DEVELOPED: July 1, 1995**

**UPDATED: April 23, 2025**