



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Director, Information Technology

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials & Administrators

BARGAINING UNIT: Ineligible

GENERAL SUMMARY:

Under the general direction of the Library District's (District) Executive Director (ED), the Director of Information Technology provides strategic, operational, and administrative leadership for the District's Information Technology function. Develops strategies for moving the District forward in its mission using technology as a strategic asset and tool to achieve outcomes and goals. Leads the strategic technology direction for the District and oversees technology infrastructure development and maintenance. Responsibilities also include network management, technology hardware management, cyber security, and District/community initiatives support. Supervises and manages service delivery for the District's Information Technology function by serving as a member of the ED's Administrative Team. Creates a work environment that encourages high performance, collaboration, innovation and excellent internal and external customer service. Fosters and maintains a diverse, equitable, inclusive and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for the overall planning and managerial operations of the District's Information Technology (IT) function:
 - a. Plans long-term strategic and short-term operational goals for the Information Technology function;
 - b. Organizes IT, 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. Provides administrative supervision to assigned managers and staff including but not limited to:
 - a. Performance Coaching & Management;
 - b. Career Counseling & Development;
 - c. Conflict Resolution.
3. Manages the business affairs of the Information Technology department(s), including supervising personnel, compliance, authorizing financial transactions, hardware maintenance, network services, contract administration, project management, analyses, identifying potential sources of funding, and reporting to the District's Board of Trustees.
4. Defines and communicates projects, plans, policies, and standards for the District.
5. Oversees District-wide projects, plans, programs and committees to support and achieve District strategic initiatives and goals.
6. Develops relationships and communicates with the local community to establish technology programs to support community and District 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 Information Technology, Library Administration, and Public Administration and makes recommendations regarding future District Strategies and Planning.
9. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- Public Service Ethics
- Strategic, Operational, and Administrative: Planning, Organizing, Directing, Staffing, Reporting, Coordinating and Budgeting
- Public Speaking
- IT Project Management

KNOWLEDGE, SKILLS, AND ABILITIES:

- **EDUCATION:**

Required: Bachelor's degree in Management Information Systems, Computer Science, Business or related field.

Preferred: Master's degree in Library Science, Management Information Systems, Computer Science or related field.

- **EXPERIENCE:**

Required: Eight (8) years of professional Information Technology experience with at least five (5) of those years in an Information Technology management role leading technology services and initiatives.

Preferred: Ten (10) years of professional Information Technology experience with at least five (5) of those years in a Director of Information Technology, or equivalent, role in a large multi-facility public library or academic setting.

- **LICENSE AND CERTIFICATION:**

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

Preferred: NA

- **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 or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of principles, practices, trends and best practices in Library Information Technology Management.
- Ability to use, understand and influence the highest levels of current and emerging workplace technology including library technology systems and networks, security and infrastructure, systems integration, technical architecture, hardware, email, internet, databases, e-media, social media and other software.
- Ability to manage multiple projects, organize workload, and integration effectively and efficiently to accommodate deadlines.
- Ability to maintain effective interpersonal relationships.
- Ability to communicate effectively with a wide variety of external and internal customers including Public and Persuasive Speaking.
- Ability to lead and implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

DEVELOPED: July 1, 1995

REVISED: April 1, 2024