



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

**JOB TITLE:** Distribution Center Manager

**EXEMPTION STATUS:** Officials & Administrators

**JOB CATEGORY:** Professionals

**BARGAINING UNIT:** Manager

### **GENERAL SUMMARY:**

Exercises general supervision over staff assigned to perform collection maintenance tasks, and direct supervision over assigned subordinate staff of the Las Vegas-Clark County Library District (District). Performs a variety of professional and supervisory work in the planning, coordination, and operation of the Distribution Center. Manages District-wide collection maintenance and material movement. Receives administrative direction and supervision from the Access Services Manager.

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

1. Oversees and ensures the effectiveness and efficient operation of the Distribution Center, includes the preparation of planning documents as well as day-to-day operations.
2. Assists in the supervision of assigned staff including but not limited to:
  - a. Performance Coaching & Management.
  - b. Career Counseling & Development.
  - c. Conflict Resolution.
3. Manages collection maintenance activities District-wide, to include planning and scheduling collection maintenance tasks, training staff in the use of collection maintenance tools, and developing related guidelines and procedures.
4. Collects, analyzes, and interprets data related to library material usage and relevance and manages District-wide materials movement. Presents data to branch staff and Administration regularly to inform collection related decisions District-wide.
5. Develops procedures and organizes specific aspects of the Distribution Center to include collection maintenance, organization, availability, access to, and distribution of materials housed in the Distribution Center.
6. Develops strong working relationships and works closely with District-wide staff to strengthen, maintain and maximize use of the Distribution Center collection.

7. Performs collection development activities including weeding, review of incoming items, and ongoing evaluation of the Distribution Center's collection to ensure its continued relevance and usability.
8. Keeps abreast of library materials needs, trends, and issues that impact collection development District-wide.
9. Responds to public and staff inquiries and complaints in a courteous and timely manner; resolves a wide-range of routine and non-routine issues and difficult situations.
10. Performs other duties as assigned.

### **CORE COMPETENCIES:**

- Customer Service
- MS Word & Excel
- Operational Leadership

### **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 Collection Management, demonstrated ability to implement strategic library service objectives with measurable outcomes.

**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:** Essential and marginal functions may require standing and walking; frequent light lifting (5 - 10 pounds); occasional moderate lifting (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

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

- Knowledge of collection development principles, practices, and techniques.
- Knowledge of current literature, trends, and developments in the field of library science.
- Ability to motivate and supervise staff.

- Ability to accurately prepare and maintain files, records and reports.
- Ability to handle stressful situations with professional composure.
- Ability to process and handle confidential information with discretion.
- Ability to communicate effectively in both oral and written form.
- Ability to maintain effective interpersonal relationships.
- Ability to implement change initiatives related to programs, administrative processes and technologies.
- Ability to travel as required.

**DEVELOPED:** February 21, 2018

**UPDATED:** September 18, 2021