



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Executive Director

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials and Administrators

BARGAINING UNIT: Ineligible

GENERAL SUMMARY:

Provides executive leadership and administration to all functions of the Las Vegas Clark County Library District (District) to include public and support services, Facilities Maintenance, Purchasing, Human Resources, Finance, and Public Relations. Ensures the efficient overall administration and operation of the District, including formulating plans, policies, procedures, and political strategies.

Responsible for overseeing the planning, development, implementation and maintenance of the district's strategies, goals, objectives, and operational functions. The Executive Director is also responsible for fostering and maintaining effective professional relationships with local government and legislative bodies. Serves as member ex officio of the Board of Trustees to ensure consistent and accurate flow of information. Receives policy direction from the Library District Board of Trustees as stated in NRS 379.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Exercises executive decision making skills, including formulating Library District policies, plans and procedures; administrative staff development; project direction and oversight; and addressing and resolving human resources issues.
2. Oversees the planning, development, and implementation of Library District goals, objectives, and operational and political strategies.
3. Exercises executive leadership skills in the effective coordination and operation of the Library District management team.
4. Directs assigned staff including but not limited to:
 - a. Performance Coaching & Management.
 - b. Career Counseling & Development.
 - c. Conflict Resolution.

5. Serves as the fiscal agent to the Library District Board of Trustees, and oversees and directs all budget and financial activities for the District.
6. Resolves a wide range of routine and non-routine issues and difficult situations.
7. Oversees the preparation and analyses of a variety of Library District reports.
8. Maintains effective professional relationships with local government and legislative bodies (City of Las Vegas and Clark County government), the District Board of Trustees, District staff and management, professional and institutional organizations, including organized labor, and the community at large.
9. Determines appropriate staffing levels, work performance standards, contents of the workday, the quality and quantity of services to be offered to the public, and the means and methods of offering those services.
10. Stays abreast of new trends and innovations in the fields of management and library administration.
11. Ensures compliance with all pertinent Federal, State, and Local laws, regulations, and ordinances as well as all Library District policies and procedures.
12. Serves as the hearing officer on grievances and appeals of discipline; reviews and/or approves all staff terminations and other personnel transactions; and works cooperatively with employee bargaining units.
13. Attends Board, governmental, legislative, professional, and library meetings, conferences, and hearings for the purposes of representing the Library District, acquiring and providing information, presenting recommendations, or implementing District policy.
14. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- MS Word & Excel
- Public Service Ethics
- Public Service Leadership with Public Relations focus
- English grammar, writing and editing

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Master's Degree or higher in a relevant field of study.

Preferred: Master's Degree in Library Science (MLS/MLIS) from a college or university accredited by the American Library Association (ALA,) preferred, and/or advanced degrees additional to any reference above (e.g., Masters of Public Administration or Masters of Business Administration) highly desirable.

- **EXPERIENCE:**

Required: Ten (10) years of executive experience, five (5) of which must include experience in library or other public administration, and eight (8) years of supervisory experience.

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:** Work is primarily performed in an office setting with frequent local travel required. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books, files, laptops or electronic devices. Although work is primarily performed in an office setting, a limited amount of bending, lifting, walking or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of professional public library operations.
- Knowledge of current trends and developments in the fields of executive leadership, management, and public administration.
- Knowledge of public sector finance and accounting practices, including public bond financing methods and mechanisms, public and private funding sources; and complex budget development, administration, oversight, and control.
- Knowledge of pertinent Federal, State, and Local laws, regulations, and ordinances.
- Ability to exercise initiative, appropriate discretion, and good judgment and make sound, courageous decisions.
- Ability to analyze and interpret complex and technical issues.
- Ability to direct complex projects to a successful conclusion.
- Ability to effectively lead a management team, including directing and supervising the work of subordinate staff.
- Ability to effectively manage organizational and interpersonal conflict, including dealing with difficult individuals.
- Ability to comprehend the implications of various business and organizational situations pertaining to the District, and to render sound, logical decisions.

DEVELOPED: December 1, 1997

UPDATED: February 21, 2018