



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: General Services Director

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials & Administrators

BARGAINING UNIT: Not Eligible

GENERAL SUMMARY:

Under administrative direction from the Executive Director, provides executive leadership and administration of the General Services Department of the Las Vegas Clark County Library District (District), including: 1) Office Management; 2) Facilities; 3) Construction Management 4) Technical and Production Services Department 5) Courier Department 6) Gallery Services Department 7) Mailroom 8) Risk Management and 9) Facility and Land Leases. Exercises general supervision over assigned subordinate staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Directs assigned staff including but not limited to:
 - a. Performance Coaching & Management.
 - b. Career Counseling & Development.
 - c. Conflict Resolution.
2. Provides oversight of Office Management staff, Facilities Department, Technical and Production Services Department, Courier Services Department, Gallery Services Department and Mailroom to include the planning, development and implementation of department budgets, goals, objectives, and operational strategies.
3. Prepares, submits, and maintains the General Services Department's budget and adheres to established District objectives.
4. Manages all facets of facility planning including space programming, renovations and remodels, land acquisition and new facilities.
5. Conducts feasibility studies of proposed modifications, enhancements, and improvements to existing facilities, and makes recommendations.
6. Manages all facets of construction to include design, bidding, contract and budget adherence, scheduling, project progress, work of contractors and quality control, and advises the Executive Director and Board of Trustees.
7. Formulates and coordinates specifications, requirements for proposals and contracts,

and associated documents for parts and supplies acquisitions and contracted services.

8. Conducts periodic condition audits of District facilities.
9. Manages leases for land and building space utilized by the District and District owned space leased to other entities.
10. Manages the District's Risk Management Program, ensuring adequate insurance coverages including: Property and Casualty, Automobile, Umbrella, Director and Officers, Employment Practices, Cyber and Internet Liability, Environmental Liability, etc.; and ensuring the District's safety program is in compliance with all local, state and federal regulations.
11. Prepares and submits memoranda and reports to the Executive Director, Deputy Directors, Board of Trustees and Library District staff and management regarding department activities.
12. Conducts research, procedural, and administrative studies and prepares reports, recommending solutions or courses of action.
13. Develops, interprets, and implements District and General Services Department policies and procedures.
14. Develops short- and long-range plans for the routine, preventive and major maintenance and repair of buildings, grounds, equipment, and vehicles.
15. Performs other duties as assigned.

CORE COMPETENCIES:

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

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Bachelor's degree in Civil, Mechanical or Electrical Engineering, or Business or Public Administration.

Preferred: N/A

- **EXPERIENCE:**

Required: Five (5) years of professional Facilities' Management experience, some of which must include experience working with both commercial buildings and grounds maintenance.

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.

- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require regular and, at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, climbing ladders, and lifting, carrying, or moving moderately heavy (20-50 lbs.) items and occasionally very heavy (100 pounds or more) items; the complex operation of gasoline, electric or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation of such devices associated with equipment used to perform tasks required of the position.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of maintenance and operational requirements for a wide variety of commercial building systems and components.
- Knowledge of safe work practices, state and local building codes, and industry accepted maintenance and construction procedures.
- Knowledge of current trends and developments in the field of facilities management; construction management practices and techniques.
- Knowledge of methods, techniques, tools and materials used in the troubleshooting, maintenance and repair of HVAC equipment.
- Knowledge of techniques used for rough and finish carpentry; painting; electrical; plumbing; heating, ventilation, and air conditioning; masonry, concrete and general building repairs; and grounds maintenance requirements and care.

DEVELOPED: July 1, 1995

UPDATED: February 21, 2018