



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Human Resources Director

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials & Administrators

BARGAINING UNIT: Ineligible

GENERAL SUMMARY:

This is a contract position that serves at the pleasure of the Executive Director of the Las Vegas Clark County Library District (District). Exercises general supervision over the Human Resources Department staff. As an Executive Council Member, plans, organizes and directs District Human Resources including employee and labor relations (Union negotiations), recruitment, compensation, HRIS, benefits, and training; and provides professional assistance to District management staff in all aspects of human resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides administrative supervision to assigned managers and staff including but not limited to:
 - a. Performance Coaching & Management;
 - b. Career Counseling & Development;
 - c. Conflict Resolution.
2. Develops and directs the implementation of objectives, policies, procedures, and work standards for the Department.
3. Directs the preparation and administration of the Department's budget.
4. Plans, organizes, administers, reviews, and evaluates goals and activities of professional, technical, and office support staff directly and through managers.
5. Provides direction to Department staff in the major disciplines of recruitment and job analysis; classification and compensation; employee assistance and wellness programs; benefits; and employee development and training.
6. Oversees procedures for the evaluation of employee performance; administers employee relations programs, including the negotiation, administration, interpretation, and implementation of agreements with employee organizations and procedures for grievance and dispute resolution.
7. Provides professional expertise and assistance to management staff in the handling of human resources related issues.
8. Ensures District compliance with local, state, and federal laws and regulations.

9. Promotes and supports the overall mission of the District by demonstrating courteous and cooperative behavior when interacting with public and staff; and acts in a manner that promotes a harmonious and effective workplace environment.
10. Attends hearings, Board meetings, and conferences to present recommendations, answer inquiries, and represent Human Resources.
11. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
12. Directs the conduct of analytical studies; and develops and reviews reports of findings, alternatives, and recommendations.
13. Maintains current employment regulations, industry trends, current practices, new developments, applicable laws, and employment legislation.
14. Performs other duties as assigned.

CORE COMPETENCIES:

- Strategic Leadership
- Policy Governance
- Microsoft Office Suite
- Talent and Performance Management
- Data-driven HR and Technology
- Stakeholder Engagement and Communication
- Financial and Resource Stewardship

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Bachelor's degree in Human Resources, Business Management, or a related field.

Preferred: Master's Degree in Human Resources, Business Administration, or a related field.

- **EXPERIENCE:**

Required: Eight (8) years of consecutive managerial experience over a centralized Human Resources Department.

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: SHRM-CP, PHR, PSHRA-CP or equivalent professional HR certification.

- **PHYSICAL REQUIREMENTS:** Work is performed in an office setting with frequent local travel required. Ability to work in an office setting, use standard office equipment and sit and stand for extended periods of time; ability to lift and carry up to 10 pounds 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 department and District policies, procedures, and collective bargaining agreements.
- Knowledge of program planning, development, and evaluation; budget development and administration.
- Knowledge of administrative HR principles and practices, including goal setting, program development, implementation, and evaluation; and the management of employees through multiple levels of supervision.
- Knowledge of applicable laws, codes, and regulations.
- Knowledge of effective interpersonal and communication techniques for engaging individuals from diverse socioeconomic, ethnic, and cultural backgrounds, ensuring equitable, respectful, and inclusive interactions across all levels of the organization.
- Skill in planning, organizing, and administering comprehensive and various human resources functions.
- Skill in providing direction to supervisors and managers.
- Ability to develop and lead teams, motivate employees, and manage in a team environment.

DEVELOPED: July 1, 1995

UPDATED: February 28, 2020