



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: IT Hardware & Imaging Specialist

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Technicians

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under the general direction of the Library District's (District) IT Systems Manager, the IT Hardware & Imaging Specialist is responsible for managing the imaging, deployment, procurement, and lifecycle of all computer hardware and networked printing devices throughout the Las Vegas-Clark County Library District. This role ensures consistent configuration standards, operational readiness, and optimal performance of end-user devices and printers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Creates and maintains standardized system images for desktops, laptops, and other endpoint devices.
2. Coordinates hardware procurement, tracking, and asset management throughout the equipment lifecycle.
3. Deploys, maintains, and retires hardware assets in accordance with District policies and security standards.
4. Oversees installation, configuration, and support of networked printers and multifunction devices.
5. Monitors print infrastructure, manage print server settings, and resolve printing issues across locations.
6. Collaborates with IT support and systems teams to ensure smooth hardware integrations and updates.
7. Maintains documentation related to hardware inventory, imaging procedures, and printer configurations.
8. Ensures District compliance with all federal, state, and local laws, regulations, codes, and District Policies and Procedures.
9. Stays abreast of current and future trends in Information Technology, Cybersecurity, Library Administration, and Public Administration, and makes recommendations regarding future District Strategies and Planning.
10. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- Public Service Ethics
- IT Hardware & Imaging Management

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Associate's degree in Information Technology, Computer Science, or related field.

Preferred: Bachelor's degree in Information Technology, Computer Science, or related field.

- **EXPERIENCE:**

Required: Two (2) years of experience in hardware deployment, imaging, and lifecycle management.

Preferred: N/A

- **LICENSE AND CERTIFICATION:**

Required: N/A

Preferred: Relevant information technology certifications (e.g., CompTIA A+, ITIL) are preferred.

- **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 computer/network equipment. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties. The role may require after-hours availability for emergency response and critical maintenance.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of imaging tools (e.g., Microsoft Deployment Toolkit, Clonezilla) and asset tracking systems.
- Ability to collect, organize, analyze, and interpret information to solve problems and improve processes
- Ability to manage enterprise networked printers and related systems.
- Ability to troubleshoot IT hardware.
- Ability to maintain effective interpersonal relationships.
- Ability to effectively communicate complex technical information to diverse audiences.
- Ability to lead and implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

- **DEVELOPED:** **July 7, 2025**