



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

**JOB TITLE:** IT Network and Cybersecurity Manager

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Officials and Administrators

**BARGAINING UNIT:** Manager

### **GENERAL SUMMARY:**

Under the general direction of the Library District's (District) Director of Information Technology, the IT Network and Cybersecurity Manager is responsible for overseeing the planning, implementation, and management of network infrastructure and cybersecurity practices for the Las Vegas-Clark County Library District. This position ensures the secure, reliable, and high-performing operation of network systems while protecting District assets from cyber threats. This role involves supervising a team of network professionals to maintain the reliability, security, and optimal performance of the IT network throughout the district.

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

1. Designs, implements, and maintains secure LAN, WAN, and wireless networks across all library locations.
2. Leads the development and enforcement of cybersecurity policies, procedures, and incident response plans.
3. Monitors networks for performance, vulnerabilities, and security threats, responding to incidents as necessary.
4. Manages firewalls, VPNs, intrusion detection/prevention systems, and other cybersecurity tools.
5. Conducts risk assessments, security audits, and compliance checks to ensure data integrity and protection.
6. Supervises network and security staff, fostering continuous improvement and professional development.
7. Collaborates with IT teams and departments to integrate secure practices into all technology operations.
8. Maintains detailed documentation of network architecture, configurations, and security protocols.
9. Provides administrative supervision to assigned staff, including but not limited to:
  - a. Performance Coaching & Management;

- b. Career Counseling & Development; and
  - c. Conflict Resolution.
10. Ensures District compliance with all federal, state, and local laws, regulations, codes, and District Policies and Procedures.
  11. 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.
  12. Performs other duties as assigned.

### **CORE COMPETENCIES:**

- Customer Service
- Public Service Ethics
- Strategic, Operational, and Administrative: Planning, Organizing, Directing, Staffing, Reporting, Coordinating, and Budgeting
- Public Speaking
- IT Project, Network, and Security Management

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- **EDUCATION:**  
**Required:** Bachelor's degree in Information Technology, Cybersecurity, or related field.  
**Preferred:** N/A
- **EXPERIENCE:**  
**Required:** Eight (8) years of experience in network and cybersecurity management with at least five (5) of those years in a leadership role.  
**Preferred:** N/A
- **LICENSE AND CERTIFICATION:**  
**Required:** N/A  
**Preferred:** CISSP (Certified Information Systems Security Professional), CISM (Certified Information Security Manager), CCNP (Cisco Certified Network Professional), or Security+.
- **Physical Demands:** 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 advanced principles, procedures, trends, and best practices in networking and cybersecurity frameworks, and Library Information Technology Management
- Ability to collect, organize, analyze, and interpret information to solve problems and improve processes.
- Knowledge of security tools, network monitoring solutions, and incident response techniques.
- Ability to maintain effective interpersonal relationships and lead staff
- Ability to 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:            October 21, 2024**

**REVISED:             July 7, 2025**