



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: IT Systems Manager

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials & Administrators

BARGAINING UNIT: Manager

GENERAL SUMMARY:

Under the general direction of the Library District's (District) Director of Information Technology, the IT Systems Manager is responsible for leading the administration, support, and strategic planning of the District's IT systems infrastructure. This role ensures the stability, security, and scalability of servers, storage, and enterprise applications while managing a team of systems administrators to deliver high-quality IT services across the Library District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervises and mentors the systems administration team, overseeing daily operations and long-term planning.
2. Manages and maintains virtual and physical server environments, enterprise applications, and cloud platforms.
3. Ensures system availability, performance, and security through proactive monitoring and maintenance.
4. Develops and enforces policies related to system backups, disaster recovery, patch management, and security.
5. Collaborates with IT leadership and departments to align infrastructure with organizational goals and initiatives.
6. Leads infrastructure projects, including system upgrades, migrations, and deployments.
7. Maintains comprehensive documentation of system architecture, procedures, and configurations.
8. Provides administrative supervision to assigned staff, including but not limited to:
 - a. Performance Coaching & Management;
 - b. Career Counseling & Development; and
 - c. Conflict Resolution.
9. Ensures District compliance with all federal, state, and local laws, regulations, codes, and District Policies and Procedures.

10. Stays informed of current and future trends in Information Technology, Cybersecurity, Library Administration, and Public Administration, and makes recommendations regarding future District Strategies and Planning.
11. Performs other duties as assigned.

CORE COMPETENCIES:

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

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**
Required: Bachelor's degree in Information Technology, Computer Science, or related field.
Preferred: N/A
- **EXPERIENCE:**
Required: Eight (8) years of experience in systems administration with at least five (5) of those years in a leadership role.
Preferred: N/A
- **LICENSE AND CERTIFICATION:**
Required: N/A
Preferred: Relevant information technology certifications (e.g., MCSE, VMware, Azure,) 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 Microsoft Entra ID cloud services, cybersecurity principles, and infrastructure automation.
- Ability to collect, organize, analyze, and interpret information to solve problems and improve processes.
- Ability to manage server operating systems (Windows/Linux), virtualization (VMware/Hyper-V, and enterprise storage.

- 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