



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Librarian

EXEMPTION STATUS: Exempt

JOB CATEGORY: Professionals

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under general supervision, interacts with a wide variety of external and internal customers to provide reference, reader's advisory, and periodicals services by searching files, automated library systems, and reference shelves to locate requested items or materials; maintains knowledge of youth and/or adult services and materials; ensures that the calendar of programs, activities, and events for the department is maintained; assists customers with rental requests and room reservations; prepares and conducts youth, adult, and multigenerational programs; ensures the physical maintenance and proper location of books, periodicals, and other library materials; and performs a variety of transactional duties in accordance with established policies, procedures, and practices. Typically reports to management-level Library Operations position. Acts as Person-in-Charge (PIC) on a routine basis and as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential Duties & Responsibilities of Library Assistant plus:

1. Supervises assigned staff, including but not limited to:
 - a. Performance coaching and management.
 - b. Career counseling and development.
 - c. Conflict resolution.
2. Assists with collection maintenance and development activities such as reading reviews, ordering library materials, and weeding collections for the assigned department.
3. Maintains compliance with District, branch, and assigned department policies and procedures and explains policies and procedures to customers and staff.
4. Helps plan, coordinate, and assign outreach and library programming.
5. Exercises decision-making skills.
6. Ability to conduct miscellaneous meetings and training sessions at sites throughout the District.

7. Ability to maintain a safe environment for customers and staff.
8. Attends and participates in professional association meetings and seminars.
9. Maintains knowledge of sources and availability of current information and research techniques.
10. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Library Assistant plus:

- Integrated Library Systems (ILS)

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Master's Degree in Library Science from a college or university accredited by the American Library Association.

Preferred: Documented coursework or certification in area of assignment (e.g. Children's, Teens, Adults, etc.)

- **EXPERIENCE:**

Required: One (1) year customer service experience in a library or academic setting working with adults, children and/or teens, based on the area of assignment (e.g. Children's, Teens, Adults, etc.).

Preferred: One (1) year public library experience working with adults, children and/or teens, based on the area of assignment (e.g. Children's, Teens, Adults, etc.).

- **LICENSE AND CERTIFICATION:**

Required: Possess, or have the ability to obtain, a valid Nevada driver's license at the time of hire.

Prior completion of Las Vegas-Clark County Library District's (LVCCLD) Person-in-Charge (PIC) Training or completion of core PIC Training within six (6) months of assuming the position.

District-provided AED/CPR certification must be completed within six (6) months of assuming the position and must be maintained (current) while in a covered position.

Preferred: N/A.

- **PHYSICAL REQUIREMENTS:** Although work is performed in a library setting, a limited amount of walking or standing is often necessary to carry out job duties. Tasks may involve frequent walking, standing, bending, reaching, stooping, and some lifting and

carrying of objects of moderate weight (20-50 pounds).

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

KSAs of Library Assistant plus:

- Knowledge of public library principles, practices, and techniques.
- Knowledge of current literature, trends, and developments in the field of library science, especially those pertaining to area of assignment (e.g., youth services, adult services, etc.).
- Knowledge of effective supervisory principles and methods.
- Knowledge of instructional principles and program development.
- Ability to exercise good judgment and make sound decisions.

DEVELOPED: July 1, 1995

UPDATED: April 23, 2025