



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Multimedia Specialist

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Service Workers

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under general supervision, provides technical and creative support for multimedia and Makerspace services in a branch library's connected learning environment. Engages with a diverse range of customers to inspire creativity, collaboration, and self-directed, hands-on learning. Responsibilities include planning and leading programs, assisting with the use of equipment and software, managing scheduling, and maintaining a safe, welcoming, and productive space. Supports volunteer mentors and helps foster positive relationships with customers. Collects data to track innovation and program growth. Reports to a Library Operations management-level position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential Duties & Responsibilities of Library Aide II plus:

1. Schedules and instructs customers in the use of electronic and multimedia equipment and software programs.
2. Assists with tools, equipment, and other technologies related to multimedia and/or makerspace activities.
3. Collects a variety of data.
4. Promotes library programs and collections to customers.
5. Conducts outreach in the community to raise awareness of library services and programs.
6. Plans, develops, and conducts library programs.
7. Ensures that the calendar of programs, activities, and events for the department is maintained.
8. Performs basic maintenance, troubleshooting or repair on library equipment; reports unresolved issues to supervisor.
9. Maintains knowledge and skills of multimedia and/or Makerspace technologies, tools, and practices, including but not limited to: audio and video production; fashion design

and garment construction; robotics and coding; 3D modeling and printing; graphic design; or hands-on fabrication using a variety of materials such as wood, plastic, fabric, vinyl, Styrofoam, paper-mâché, etc.

10. Maintains a safe environment for customers and staff.

11. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Library Aide II plus:

- Multimedia and Makerspace operations, tools, and support
- Technical support and training

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: High School Diploma or General Equivalency Diploma (GED).

Preferred: Bachelor's Degree.

- **EXPERIENCE:**

Required: One (1) year of multimedia or Makerspace experience.

Customer Service or public contact experience.

Preferred: Two (2) years of hands-on experience with multimedia equipment, Makerspace tools, or in a related STEAM field.

- **LICENSE & CERTIFICATION:**

Required: N/A

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 Aide II plus:

- Knowledge of technology trends and maintenance, especially those pertaining to the assigned area.
- Knowledge of automated library systems, online tools and resources, and the Internet.

- Ability to engage partners and generate programming.
- Ability to create, plan, develop, organize, and prioritize work assignments for efficient results.
- Ability to describe technical concepts to a non-technical audience.
- Ability to inspire creativity, curiosity, and innovation in a DIY learning environment.
- Ability to supervise customers including but not limited to:
 - Safe handling of equipment
 - Development and design
 - Troubleshooting

DEVELOPED: August 4, 2017

UPDATED: April 23, 2025