

# **CORRECTIONAL LIBRARIES DEPARTMENT HEAD**

(Range 121)

## **DEFINITION**

Performs professional administrative and supervisory work in the planning, coordination and operation of the City and County Jail Libraries.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Regional Branch Services Director.

Exercises general supervision over the City and County Jail Libraries' staff.

## **RESPONSIBILITIES:**

**Essential and marginal functions and responsibilities may include, but are not limited to the following:**

1. Ensures the efficient daily operation of the City and County Jail Libraries.
2. Exercises decision-making skills in determining training needs of subordinate staff, book purchases, materials, and equipment purchases, inmate services, and contract negotiations.
3. Hires and supervises subordinate staff including scheduling, training, disciplining, and completing employee performance evaluations.
4. Presents and reviews contracts for the City and County Jail Libraries.
5. Prepares goals and objectives for the City and County Jail Libraries.
6. Operates and maintains all areas of the City and County Jail Libraries' budgets, and adheres to established Library District objectives and other required contract stipulations.
7. Prepares, submits, and reviews various records and reports as requested.
8. Directs subordinate staff in organizing specific aspects of the City and County Jail Libraries services.
9. Interprets, develops, and implements standard operating procedures for the City and County Jail Libraries.
10. Resolves a wide range of routine and non-routine personnel issues and difficulties that arise, i.e.; personnel shortage, scheduling, hiring, training staff, and dealing with problem patrons.
11. Adheres to established policies and procedures of the detention facilities where libraries are located.
12. Interacts with District-wide staff, inmates, Las Vegas Metropolitan Police Department staff and management, City of Las Vegas staff and management, and other

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miscellaneous outside agencies.

13. Operates and utilizes personal computers, the Internet, e-mail, and other office equipment including, but not limited to: copy machine, telephone, and facsimile machine.
14. Maintains a safe environment for both staff and inmates.
15. Attends meetings as requested and/or needed.

#### **Marginal Functions:**

1. Provides limited library services to the Day Resource Center of the Salvation Army.
2. Performs related duties and responsibilities as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

1. Professional library principles, practices, and techniques.
2. Current literature, trends, and developments in the field of library science.
3. Research techniques.
4. State and federal legal citation resources.
5. Effective supervisory techniques and practices.
6. Library District and Detention Facilities' policies and procedures.
7. Correct English usage, spelling, punctuation, and grammar.
8. Basic accounting principles and procedures.

##### **Ability to:**

1. Work in a detention facility or "lock-down" environment.
2. Work in a high stress environment.
3. Exercise good judgment and make sound decisions.
4. Maintain effective working relationships with those contacted in the course of work.
5. Exercise independent judgment and discretion.
6. Evaluate and resolve administrative library problems.
7. Interpret and explain Library District and Detention Facilities' policies and procedures.

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8. Plan, organize, direct and review work of staff.
9. Effectively perform the full range of City and County Jail Library services duties.
10. Understand and follow oral and written instructions.
11. Communicate with and elicit information from difficult, upset, and irate inmates.
12. Communicate clearly and concisely, both orally and in writing.
13. Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.
14. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
15. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing
  - operating assigned equipment.

#### **Skilled in:**

1. Use of personal computers and associated software.
2. Use of basic office equipment.

#### **Training and Experience:**

Master's Degree in Library Science from a college or university accredited by the American Library Association required. One (1) years of experience as a professional librarian required; demonstrated ability to implement strategic library service objectives with measurable outcomes, effectively supervise and motivate subordinate staff, develop and maintain positive relationships with library customers and inmates, vendors, District-wide staff and management and Correctional Department staff and management required.

#### **License, Certificate, or Requirements:**

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Incumbents must successfully pass a background investigation conducted by the Las Vegas Metropolitan Police Department.

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Incumbents must maintain compliance with Correctional Facility policies and procedures as a condition of continued employment.

#### **Physical Requirements:**

Essential and marginal functions may require maintaining the physical condition necessary for frequent standing and walking, frequent lifting and carrying objects of light weight (5 - 10 pounds); occasional lifting and carrying objects of moderate weight (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

#### **Environmental Requirements:**

Essential and marginal functions are performed with frequent exposure to adverse environmental conditions.

**DEVELOPED:            JULY 1, 1995**

**REVISED:            DECEMBER 30, 1997  
                              JULY 10, 1998  
                              MAY 25, 2000  
                              MAY 5, 2003  
                              MARCH 12, 2018**