

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

**JOB TITLE:** Assistant Branch Manager (ABM), Library Operations

**EXEMPTION STATUS:** Exempt

**PAY GRADE:** 125

**JOB CATEGORY:** Officials & Administrators

**BARGAINING UNIT:** Supervisor

### **GENERAL SUMMARY:**

Under the intermittent supervision of the Branch Manager, the Assistant Branch Manager assists in the operational and administrative Leadership of a designated District Branch. Supervises and manages branch service delivery and directly/indirectly supervises assigned staff. Responsible for fostering positive relationships within the community and assisting with the oversight of branch projects, programs, and committees. Fosters and maintains a diverse, equitable, inclusive and accessible work environment.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Assists the Branch Manager with the day-to-day Operational management of a designated Library Branch:
  - a. Plans short-term (annual to daily) operational goals for assigned branch;
  - b. Organizes assigned branch, departments, and employees to achieve established goals;
  - c. Staffs assigned branch and departments within budgetary guidelines to meet service demand and requisite skill needs;
  - d. Directs and motivates assigned staff to achieve established goals;
  - e. Coordinates with other branches and other Library departments to meet established branch & District Goals;
  - f. Develops, maintains, and monitors key Branch reporting metrics to achieve and control desired quality outcomes;
  - g. Develops, maintains and monitors annual Branch Budget to achieve established goals and utilize District resources in an efficient and effective manner.
  
2. Assists in the supervision of assigned staff including but not limited to:
  - a. Performance Coaching & Management;

- b. Career Counseling & Development;
  - c. Conflict Resolution.
3. Assists with the oversight of Branch projects, programs, vendors, and committees to support and achieve Branch initiatives and goals.
  4. Develops relationships and communicates with the local community to assist in the establishment of outreach programs to support community and District goals.
  5. Monitors Branch compliance with all federal, state and local laws, regulations, codes, best practices, and District Policies and Procedures.
  6. Stays abreast of current and future trends in Library Administration/Science and Public Administration and makes recommendations regarding future Branch and District Strategies and Planning.
  7. Performs other duties as assigned.

**CORE COMPETENCIES:**

- Customer Service
- Public Service Ethics
- Automated library systems
- Library of Congress Classifications System

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- **EDUCATION:** Master's Degree in Library Science (MLS or MLIS from an ALA accredited institution).
- **EXPERIENCE:** Two (2) years' experience as a professional librarian.
- **LICENSE AND CERTIFICATION:** May be obtained within 12-months of assuming position: Las Vegas-Clark County Library District (LVCCLD), Person-in-Charge (PIC) Training Program.
- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to lift up to twenty (20) pounds and occasionally lifting and/or carrying such articles as files or books. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties.

**ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic.
- Ability to motivate and supervise staff.
- Ability to accurately prepare and maintain files, records and reports.

- Ability to handle stressful situations with professional composure.
- Ability to process and handle confidential information with discretion.
- Ability to communicate effectively in both oral and written form.
- Ability to maintain effective interpersonal relationships.

**DEVELOPED:** JULY 1, 1995

**REVISED:** JUNE 11, 1998  
MARCH 15, 2001  
MAY 22, 2001  
JUNE 20, 2001  
APRIL 9, 2003  
AUGUST 4, 2003  
MARCH 12, 2018  
MAY 18, 2021