

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

JOB TITLE: Branch Manager (BM), Library Operations

EXEMPTION STATUS: Exempt

PAY GRADE: 129

JOB CATEGORY: Officials & Administrators

BARGAINING UNIT: Manager

GENERAL SUMMARY:

Under the administrative supervision of the Regional Manager, the Branch Manager provides operational and administrative Leadership to a designated district branch. Supervises and manages branch service delivery and directly/indirectly supervises branch staff. Responsible for fostering positive relationships within the community and providing oversight to branch projects, programs, and committees. Fosters and maintains a diverse, equitable, inclusive and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for 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. Provides administrative supervision to assigned managers and staff including but not limited to:
 - a. Performance Coaching & Management;
 - b. Career Counseling & Development;

- c. Conflict Resolution.
3. Oversees Branch projects, programs, vendors, and committees to support and achieve Branch initiatives and goals.
4. Develops relationships and communicates with the local community to establish outreach programs to support community and District goals.
5. Ensures 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:

Competency ABM plus:

- Managerial Planning, Organizing, Directing, Staffing, Reporting, Coordinating & Budgeting

KNOWLEDGE, SKILLS, AND ABILITIES:

- **EDUCATION:** Master's Degree in Library Science (MLS or MLIS from an ALA accredited institution).
- **EXPERIENCE:** Three (3) years of professional-level library experience with at least two (2) of those years at a supervisory or department head level.
- **LICENSE AND CERTIFICATION:** May be obtained within 24-months of assuming position: University of Nevada Las Vegas (UNLV), Management Certificate 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:

KSAs ABM plus:

- Knowledge of laws, regulations and best practices applicable to Library Management.
- Skill in completing multiple assignments accurately and in a timely manner.
- Ability to analyze, propose solutions/changes to, and implement solutions/changes to administrative problems, issues, and processes.
- Ability to effectively translate Strategic Goals into Operational Initiatives.

DEVELOPED: JULY 1, 1995

REVISED: APRIL 24, 1998
JUNE 4, 1998
FEBRUARY 21, 2001
APRIL 30, 2001
JUNE 20, 2001
APRIL 9, 2003
MARCH 12, 2021