

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

JOB TITLE: Regional Manager (RM), Library Operations

EXEMPTION STATUS: Exempt

PAY GRADE: 131

JOB CATEGORY: Officials & Administrators

BARGAINING UNIT: Ineligible

GENERAL SUMMARY:

Under the general direction of the Library Operations Director, the Regional Manager of Library Operations provides strategic, operational, and administrative Leadership to multiple District Branches serving a designated region. Supervises and manages regional service delivery for one (1) of three (3) designated regions and directly supervises assigned Branch Managers. Responsible for fostering positive relationships within the community and providing oversight to multi-branch, or region, projects, programs, and committees. Fosters and maintains a diverse, equitable, inclusive and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for the overall planning and managerial operations of assigned (Regional) Library Branches:
 - a. Plans long-term and short-term operational goals for assigned branches.
 - b. Organizes assigned branches, departments, and employees to achieve established goals.
 - c. Staffs assigned branches 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 areas of Library Administration to meet established District Goals.
 - f. Develops, maintains, and monitors key reporting metrics to achieve and control desired quality outcomes.
 - g. Develops, maintains and monitors annual 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 multi-branch projects, programs and committees to support and achieve District Strategic initiatives and goals.
4. Develops relationships and communicates with the local community to establish outreach programs to support community and District goals.
5. Ensures Regional compliance with all federal, state and local laws, regulations, codes, 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 District Strategies and Planning.
7. Performs other duties as assigned.

CORE COMPETENCIES:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- **EDUCATION:** Master's Degree in Public Administration (MPA), Library Science (MLS or MLIS from an ALA accredited school) or related field.
- **EXPERIENCE:** Five (5) years of professional-level library experience with at least four (4) of those years at a management level.
- **LICENSE AND CERTIFICATION:** May be obtained within 24-months of assuming position: American Library Association (ALA) Leadership Institute, Leadership and Management program and University of Nevada Las Vegas (UNLV), Leadership 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:

- Knowledge of principles, practices, trends and best practices in Library Administration and Public Administration.
- Ability to communicate with a wide variety of external and internal customers.
- Ability to lead and implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

- Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

DEVELOPED: June 6, 2021