JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Business Strategies & Planning Director

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials & Administrators

BARGAINING UNIT: Ineligible

GENERAL SUMMARY:

Under the general direction of the Library District's (District) Executive Director (ED), the Director of Business Strategies and Planning designs and implements strategies that enhance operational effectiveness and efficiency, internal workflows, and organizational planning within the Library District. This position provides leadership in evaluating and optimizing processes, overseeing strategic initiatives, and ensuring organizational goals are achieved. Additionally, this role oversees the Library District's Government Affairs, Funding Coordination and Grants Coordination, aligning government relations efforts and grant funding opportunities with the District's strategic priorities. The position serves as a member of the ED's Administrative Team and is also responsible for fostering positive relationships within the community, providing oversight to District-wide partnerships/projects and fostering a diverse, equitable, inclusive and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for the overall Strategic Business Planning and Operational Effectiveness and Efficiency within the District:
    a. Designs, develops, improves and implement internal business strategies that streamline workflows, enhance effectiveness, enhance efficiency, and improve internal communications;
    b. Collaborates with the Executive Director and senior leadership to create multi-year and annual operational plans that align with the Library District's mission and strategic initiatives;
    c. Analyzes and assesses internal processes, identifying opportunities for improvement through technology adoption, resource optimization, and data-driven decision-making;
    d. Leads the development of key performance metrics (KPIs) and reporting systems to monitor progress and measure outcomes of internal business strategies.

2. Coordinates Government Affairs:
    a. Oversees the Government Affairs and Funding Coordinator position(s), providing direction on legislative monitoring, public policy engagement, and government advocacy strategies;
    b. Collaborates with external stakeholders, government agencies, and local policymakers to support Library District initiatives and secure legislative or regulatory support;
    c. Develops and implements strategies to communicate the value and impact of Library District programs to elected officials and community leaders;
    d. Ensures compliance with all relevant public policy requirements and legislative reporting.
3. Responsible for Grant Funding and Development:
    a. Oversees the Grants Coordination position(s), ensuring the successful identification, application, and management of grant funding opportunities from federal, state, and local sources, as well as private foundations;
    b. Aligns grant funding strategies with the Library District's priorities, identifying opportunities for program and capital improvement funding;
    c. Monitors grant project outcomes, compliance, and reporting requirements to ensure alignment with funding guidelines and organizational goals;
    d. Develops processes to assess and prioritize grant opportunities that best serve community and organizational needs.
4. Leads district-wide Organizational Planning and Change Management initiatives:
    a. Leads district-wide change management efforts to ensure successful adoption of new processes, systems, and workflows;
    b. Partners with leadership and department managers to implement organizational improvements that enhance collaboration, performance, and accountability;
    c. Supports staff professional development initiatives, ensuring teams are equipped with the skills and tools needed for operational success.
5. Ensures Cross-Functional Leadership and Collaboration:
    a. Collaborates with IT, HR, Finance, Library Operations, and other departments to identify and implement systems and tools that improve efficiency and internal communication;
    b. Serves as a key advisor to the Executive Director on matters of internal strategy, resource alignment, and operational priorities;
    c. Fosters a culture of innovation, collaboration, and continuous improvement across all Library District teams.

6. Provides administrative supervision to assigned managers and staff including but not limited to:
    a. Performance Coaching & Management;
    b. Career Counseling & Development; and
    c. Conflict Resolution.
7. Ensures District compliance with all federal, state and local laws, regulations, codes, and District Policies and Procedures.
8. Stays abreast of current and future trends in Library Administration/Science and Public Policy & Administration and makes recommendations regarding future District Strategies and Planning.
9. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- Public Service Ethics
- Public Speaking
- Government Relations
- Grants Management
- Strategy Development & Planning
- Strategic, Operational, and Administrative: Planning, Organizing, Directing, Staffing, Reporting, Coordinating & Budgeting

KNOWLEDGE, SKILLS, AND ABILITIES:

- **EDUCATION:**

  Required: Bachelor's degree in Public Administration, Business Administration, Organizational Development or related field.

  Preferred: Master's degree in Public Administration, Business Administration, Library Science, Organizational Development or related field.

- **EXPERIENCE:**

  Required: Five (5) years of professional level strategic planning, operations management, business process improvement or organizational development experience.

Preferred: Five (5) years of professional level strategic planning, operations management, business process improvement or organizational development experience and professional level experience in government relations and/or grant funding.

- **LICENSE AND CERTIFICATION:**

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

  Preferred: N/A

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books or files. Although work is performed in an office setting, a limited amount of walking, standing or travel is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of principles, trends, initiatives and best practices in Public Policy & Administration (federal, state, and local) and Business Management.
- Knowledge of project management tools, data analysis methods/tools and operational reporting practices.
- Skill in managing multiple projects and priorities within established time-frames.
- Ability to define, measure, and analyze complex problems, processes and data to improve operational efficiency, effectiveness, and quality.
- Ability to communicate (verbal and written) effectively, tactfully, and persuasively with internal customers and external stakeholders.
- Ability to lead and implement complex change initiatives related to strategic goals, operational processes and technologies.
- Ability to lead, motivate and supervise staff.
- Ability to process and handle confidential information with discretion.
- Ability to analyze and articulate Library District needs/opportunities and match grant funding opportunities with those needs/opportunities.

DEVELOPED: **December 6, 2024**