

LIBRARY FACILITIES MANAGER

CLASS DESCRIPTION

General Responsibilities:

This is responsible administrative, professional and managerial work in supporting and facilitating the overall mission and goals of the Madison Public Library. This leadership position participates in library planning and evaluation with the Library Management Team. The position is responsible for collaboratively developing facilities and directing the programs and staff involved in improving and maintaining MPL facilities in order to meet the library's customer service goals. This position will direct business office programs and staff, and will provide diverse project management and research and analytical reports and will assist the Director in preparing and managing the library operating and capital budgets. Under the general supervision of the Director, work is performed with considerable independence.

Examples of Duties and Responsibilities:

Participate in overall library planning and evaluation. Work with senior staff in the development of policies and plans for improved library service, and the implementation and interpretation of those policies and plans.

Direct facilities management, programs and staff including collaborative planning for facilities development and improvements, oversight of buildings and grounds; oversight of building systems, e.g., security, theft detection, phone systems; equipment; service and vendor contracts, and disaster planning. Direct maintenance staff and programs, and work with City of Madison contacts and outside contractors in the maintenance, repair and improvement of library facilities and equipment. Ensure LEED (Leadership in Energy and Environmental Design) standards are maintained, where applicable.

Assist the Director in the preparation and oversight of the annual operating and capital budgets. Assume primary responsibility for the preparation, management and submission of capital budget.

Supervise maintenance, custodial, administrative, press operation, planning and computer services staff.

Oversee business office operations including payroll, purchasing, and record keeping.. Serve as the Records Custodian for the Library.

Plan for and oversee the implementation of technology improvements in a highly complex consortial environment.

Oversee event management functions, including contract negotiation, monitoring compliance, as well as equipment maintenance for onsite café, caterers, HVAC preventative maintenance, fire systems, security and elevators.

Work with senior staff to plan and coordinate efforts to evaluate and improve the effectiveness of Library operations and activities. Manage and oversee special projects.

Complete required annual and grant project reports. Conduct related analytical studies, research, and data analysis.

Serve as the primary contact for emergency management for after hours emergencies and coordinating emergency management.

Responsible for fleet management for the Library, including vehicle purchase, maintenance and driver training.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the methods, practices, tools, equipment and materials related to custodial, building and mechanical maintenance and repair work. Thorough knowledge of the operation of plumbing, heating, and ventilating and other mechanical, electrical, and computerized building equipment and systems. Thorough knowledge of facilities management and related practices. Working knowledge of applicable building and fire codes. Working knowledge of occupational hazards and of necessary safety precautions. Working knowledge of supervisory principles and practices, including labor relations. Working knowledge of the application of management and automated accounting systems in meeting business needs. Working knowledge of related financial and accounting practices and procedures (e.g., relevant to the preparation and management of public service budgets and related reporting). Working knowledge of and the ability to utilize related software (i.e., Windows based spreadsheet and word processing software). Ability to lay out, plan, and supervise work. Ability to develop, implement, and monitor comprehensive building preventative maintenance systems and operations and recommend positive cost-effective modifications. Ability to read, develop, and evaluate building/remodeling plans and specifications. Ability to develop budgets and to prepare and maintain records relative to maintenance, repair, and energy costs. Ability to communicate effectively both orally and in writing. Ability to interact tactfully and courteously with building patrons and to establish and maintain a satisfactory working relationship with staff, staff of other agencies, and patrons. Ability to work effectively with senior library staff and with professional and support staff to carry out projects. Ability to coordinate the administration of diverse work units. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of directly related management experience, incorporating substantive administrative responsibilities (i.e., strategic planning, project management, building/facility management, and budgeting), including at least one year of experience in a lead or supervisory capacity. Such experience would normally be gained after graduation from a four-year college program in public administration, business administration, construction management or related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Ability to meet the transportation requirements of the position.

Physical Requirements:

The incumbent will be expected to visit various library facilities throughout the City and must physically access all portions of the facilities in order to perform or inspect repair and maintenance work.

Department/Division	Comp. Group	Range
Library	18	12

Approved: _____
Brad Wirtz
Human Resources Director

Date