

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Director for Facilities Management Services**

Dept: **Facilities Management Services**

Job Code Number: **10041**

Reports to: **Director**

Grade Number: **25, Non-represented**

Effective Date: **October 2004**

FLSA Status: **Exempt**

General Position Summary:

Responsible for all administrative and other general work related to existing KCLS facilities throughout the Library district. Oversees facilities work, and is part of team strategic planning for KCLS locations, renovations, safety, quality, and construction design and standards. Participates on management team including district-wide goal setting, budget preparation, and collective bargaining. Represents KCLS at public meetings as needed.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Provide overall management to KCLS renovation projects, long range planning, and operations and provide budget oversight for capital projects and all facilities activities.
2. Ensure facilities staff communication, coordination and collaboration with customers of departmental work.
3. Direct all facilities operations including developing goals, standards, and budget.
4. Lead the development of KCLS building standards relating to the design and planning of renovations to ensure adherence to KCLS standards and programs.
5. Manage multiple contracts with consultants and contractors.
6. Manage dispute resolution process.
7. Provide leadership and direction for the development of FMS staff and plans for future staffing needs.

Secondary Duties:

1. Coordinate KCLS input in legal matters of contract and dispute resolution.
2. Perform other duties as required or as assigned.

Communication:

The position has contact with the facilities staff, internal customers and outside contractors. Contacts regularly contain confidential or sensitive information necessitating the need for discretion.

Initiative:

The position is responsible for developing policies and procedures that apply to the entire organization. The position is responsible for solving problems that effect all of KCLS and is frequently required to develop and implement new programs, services and concepts that enhance the goals and objectives of the department and the customers it serves. The position involves a high degree of complexity considering the variety of demands placed on it, the nature of problems encountered and the need to interact with a variety of personalities. The position encounters frequent and varied work situations and operates independently collaborating with others when unusual or complex problems or situations are encountered. Decisions are typically made within broad interpretation of applicable laws and governmental guidelines.

Accountability:

The position encounters frequent interruption requiring maximum flexibility. The position has substantial planning and goal-setting responsibilities that have a long-term impact on the organization and those being served. Decisions typically have a broad and far-reaching impact across KCLS. Senior managers occasionally check the work.

Leadership:

The position is responsible for mentoring as a senior management team member and takes a leadership role in modeling and promoting KCLS values across the organization and as a representative of the organization in the community.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A typical way of obtaining the knowledge, skills and abilities necessary to successfully perform the essential duties of the position are through a Bachelor's degree in construction management, architecture, public administration, or related field; and five to eight years facilities management experience or any equivalent combination of education and experience that provides the necessary qualifications to successfully perform the essential functions of the position

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of building and land use laws and contracts.
- Considerable knowledge of building trades.
- Considerable knowledge of construction techniques and materials.
- Working knowledge of landscaping techniques.
- Working knowledge of building construction.
- Working knowledge of building systems (mechanical, electrical, plumbing).
- Working knowledge of safety procedures and safety laws.
- Working knowledge of English and math.
- Considerable knowledge of principles of supervision and management.

Ability to:

- Manage multiple projects and coordinators.
- Effectively manage employees to maximize productivity.
- Evaluate departmental operations and revise policies, procedures and methods to improve efficiency, reduce costs and provide better customer service.
- Establish and implement departmental goals and objectives within KCLS system wide parameters.
- Use diplomacy and tact to establish and maintain relationships with the public, internal customers, subordinates and vendors.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Manage time to maximize productivity.
- Evaluate problems and find cost effective solutions.
- Develop and administer budgets for the department and for contracted services.
- Anticipate future facilities maintenance needs/problems and plan for their correction.

Skill in:

- Assessing situations/problems and logically finding solutions, using judgement and common sense.
- Listening to, understanding and interpreting the needs of “customers” or symptoms described by customers.
- Establishing and maintaining good customer relations.
- Negotiating, administering and managing vendor contracts.
- Providing positive leadership to the workforce.
- Developing and training staff members.

SPECIAL REQUIREMENTS

The job incumbent should hold a Certified Facilities Manager (CFM) designation. Registration as a licensed architect desirable.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment or on construction sites. Work involves substantial overtime and extensive travel within the county.

Advancement Possibilities:

Open depending on education and experience

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/31/01
Revised: 10/01/04