

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Project Specialist - FMS**

Dept.: **Facilities Management Services**

Job Code Number: **10685**

Reports to: **FMS Manager**

Grade Number: **13, Non-represented**

Effective Date: **July 2001**

FLSA Status: **Non-Exempt**

General Position Summary:

Provide independent coordination of assigned system wide projects initiated and maintained by FMS. Assigned to complex projects that are initiated by and/or maintained by FMS. Projects include such activities as interior renovation of libraries, security system installation and maintenance of grounds and branch library building facilities. Establish positive working relationship with other staff members, public and vendors. Respond to incidental situations such as fire alarms, flooding, etc. as required.

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. Plan, coordinate and implement system wide projects.
2. Respond to inquiries, troubleshoot and provide information regarding assigned projects.
3. Provides financial tracks, project schedules and invoice payments.
4. Completes project closeouts and billing; and resolves discrepancies and complaints.
5. Provides information to organizations, staff and public regarding assigned projects.
6. Coordinate security system installation, training, etc.
7. Assist FMS management in the development of the department budget.
8. Select, train, supervise and evaluate other FMS staff.
9. Contract Administration/Public Works.
10. Assist in the development of FMS plans, programs and policies.

Secondary Duties:

1. Provide clerical support when the position is not filled.
2. Assist manager with office operations.
3. Other duties relevant to position as assigned by supervisor.

Communication:

The position has contacts with KCLS employees and customers throughout the branches of the KCLS. Contacts are frequently made on the incumbent's own initiative and occasionally initiated at the supervisor's request or by a third party. The position has a requirement to interact with customers at other libraries on a frequent basis and communications regularly contain confidential /sensitive information necessitating discretion.

Initiative:

The position operates from established and well-known procedures (on a general basis) and is responsible for problem solving with others within own department. The position is responsible for some design of new programs/services or concepts and the job involves a moderate degree of complexity. The incumbent operates independently with minimal supervision and there are frequent new and varied work situations. Decisions are made within specific organizational policy constraints/guidelines.

Accountability:

The incumbent's work is frequently interrupted and maximum flexibility is required. The position requires some planning and goal-setting skills and plans as part of a group. Some strategic planning is required at the facility/department level. Decisions made by this position have broad/far reaching impact on KCLS and the work is monitored or checked occasionally by the supervisor. Resources under the control of this position include budgets for items such as security system installation, furniture upholstery and repair and vendor specific hardware and software. The position is responsible for developing and maintaining appropriate records for all assigned projects.

Leadership:

The position is responsible for mentoring as an assistant unit lead and it is responsible for role modeling and promoting organizational values within the work unit or department as a representative of the organization to the public/patron.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- Bachelor's degree or equivalent in construction management, engineering, architecture, facilities management, Business/Public Administration, or related field
- Five years public project management.
- On-the-job and classroom training in Facilities and Project Management, and Security Systems.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of project and facilities management techniques and concepts.
- Thorough knowledge of library systems and procedures related to assigned projects.
- Extensive knowledge of needs of branch library requirements and project assignments.
- Extensive knowledge of close out procedures upon individual contract completions.
- Considerable knowledge of computer software related to project work.

Ability to:

- Work as a team with other staff involved in assigned projects.
- Communicate effectively regarding project requirements, materials and completion timelines.
- Respond to emergencies in facilities throughout the KCLS.
- Use computer software and hardware, both vendor supplied as well as that utilized within the KCLS.
- Work independently on assigned projects coordinating the required KCLS staff, vendors and others involved to successfully complete the project.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Effectively listen to other employees and patrons as part of understanding project requirements and concerns of those involved.
- Work under the pressures due to time constraints of individual projects.

Skill in:

- The use of computer office software and hardware.
- Negotiating with suppliers, employees and vendors involved in assigned projects.
- Reading, speaking, writing and understanding the English language.
- Utilizing independent judgement and taking independent action.
- Math concepts in project management and utilizing spreadsheets and budget preparation and analysis.

**SPECIAL REQUIREMENTS**

None

**PHYSICAL DEMANDS**

The position requires constant close, distance, peripheral vision, depth perception, the ability to adjust focus, talking and hearing. Some lifting, pulling and carrying are required.

## WORK ENVIRONMENT

Work is normally performed in an office environment, or on site within KCLS branches. The position requires early AM discussions, and is subject to frequent interruptions.

### Advancement Possibilities:

Sr. Maintenance Coordinator  
Construction Coordinator  
Facilities Manager

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