

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Public Services Facilities Design Coordinator**

Dept.: **Public Services**

Job Code Number: **10245**

Reports to: **Associate Director – Public Services** Grade Number: **21, Non-represented**

Effective Date: **December 2004**

FLSA Status: *Exempt*

General Position Summary

Under general direction, serves as liaison between the Public Services Team and other KCLS departments and outside contractors and consultants on facilities development projects; coordinates projects for public services from inception to completion, coordinates multiple projects and planning processes; serves as public services representative on advisory committees, teams and KCLS work groups and performs related work as assigned.

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. Serve as liaison between the Public Services Team and other KCLS departments, consultants and other agencies; coordinate projects that affect public services system-wide.
2. Coordinates complex facilities planning and development projects to develop policies, planning recommendations or solutions to long- and short-term problems within framework of Public Service policies and directives; designs and coordinates project communication and decision-making components by identifying problems, determining methodology, setting project goals and objectives and developing work plans and budgets within the framework of Public Service policies and directives.
3. Helps develop design concepts and alternatives; advises on public service-specific design issues and makes recommendation on public service-specific design standards and guidelines.
4. Answers questions, problem solves and provides information and assistance to the Public Service Team and public services staff in person, by telephone and in writing; documents public service feedback; attempts to resolve problems and differences among different competing interests while meeting the intent of the facilities development guidelines.
5. Meets with Public Services Team and KCLS co-workers to discuss issues and to coordinate facilities work or service needs. Facilitates and works with technical and advisory committees to develop plans, projects, and policies.
6. Reviews project proposals and plans; evaluates proposals or plans for consistency with development guidelines.
7. Meets with technical and design experts, advisors and consultants to coordinate work and exchange information regarding complex facilities design, architectural planning issues and policies and potential development alternatives.

8. Develops, recommends and implements public and KCLS staff involvement and outreach processes.
9. Prepares written and graphic materials and presentations; makes oral and visual presentations to Public Service Team, advisory groups and policy and decision-making bodies.
10. Insure consistency and efficiency of facilities development as it relates to public services.
11. Seeks information about trends in planning that impact library programs and processes

Secondary Duties:

1. Serves as a member of various committees, as assigned or required.
2. Provides backup to other related positions as needed.
3. Prepares rooms for workshops, committee meetings and trainings.
4. Performs other related duties as assigned.

Communication:

Contacts are normally made with others both with KCLS employees and customer, consultants, vendors, etc. Contacts are frequently made on own initiative. Incumbent has a requirement to interact with customers regularly and communications regularly contain confidential/sensitive information necessitating discretion

Initiative:

As a member of the Public Services Team, incumbent provides input and expertise in developing policies, procedures and programs within and across the organization. These activities involve a high degree of complexity due to the need to coordinate across the organization and with outside consultants and contractors. Position is responsible for problem solving across the organization and as such designs new methods and procedures. The job has a high degree of complexity requiring the knowledge and ability to interact with multiple KCLS departments as well as all the community libraries. Incumbent operates with minimal supervision under guidance of the Public Services Team. The nature of the work is frequently new and varied requiring decisions be made within general organizational policy constraints and guidelines.

Accountability:

A high degree of work flexibility is needed given frequent interruptions and changing priorities. Position is responsible for planning as part of a group requiring refined planning and goal-setting skills. Strategic planning is required to implement KCLS vision in Public Services facilities planning and design. Decisions made have a broad/far reaching impact across KCLS now and in the future for meeting the KCLS mission. An Associate Director occasionally monitors work.

Leadership:

Position is responsible for mentoring customer service and communication values across the organization. Position role models and promotes organizational 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 outlined below is graduation from a college or university with an undergraduate or graduate degree in planning or organizational development or a closely related field and four years of progressively responsible planning, project management or organization or community development experience; or an equivalent combination of training and experience. Experience in a public library or agency is preferred.

Necessary Knowledge, Ability and Skills:

Knowledge Required:

- Project and contract management techniques, methods, practices and standards.
- Local government organization and the functions and practices of libraries.
- Methods and techniques of developing and implementing staff or citizen involvement or outreach processes.
- Computer use, applications and software pertaining to the work.
- The meaning and intentions of free and open public libraries.

Abilities/Skills Required:

- Manage projects and contracts including schedules and quality of work product.
- Understand and apply KCLS mission, vision, goals and policies in formulating recommendations, resolving complex issues or recommending policy changes.
- Present ideas and requirements clearly and persuasively, orally and in writing; negotiate resolution to problems or conflicts.
- Prepare clear, concise and comprehensive documents, reports, correspondence and other written materials.
- Exercise sound independent judgment and reach appropriate conclusions within established policies and guidelines.
- Deal with difficult people including angry staff and patrons and resolve their issues within the confines of rules, policies and procedures.
- Work tactfully, respectfully, and courteously with those contacted in the course of work.
- Meet the public and represent KCLS in a professional manner.
- Establish and maintain effective working relationships with representatives from all KCLS departments, community representatives, the public and others encountered in the course of the work.

SPECIAL REQUIREMENTS

Valid Washington driver's license

PHYSICAL DEMANDS

The following physical activities/abilities are required in this job in the use of a variety of office and library equipment such as computer, telephone, laptop, and projector: Continuous standing, walking, talking, listening, and sitting. Requires keyboarding and the ability to feel, handle, and grasp. 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. Extensive travel within service area and evening /early AM meetings are required. There may be some exposure to angry or hostile individuals

CAREER PATH: (depending on education, experience & training)

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

Draft: 12/06/05
Final: 12/07/04