

Title: Library Facilities Administrator

Job Description:

Professional and administrative work overseeing the administration and overall management and oversight of all fifteen (15) library facilities, building operations and its construction projects. 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 NOPL facilities to meet the library's customer service goals; and related work as required.

DISTINGUISHING FEATURES OF WORK

Reports to: City Librarian

FLSA Status: Exempt

Supervision Received: While general administrative direction is available, the incumbent is expected to independently plan and organize work activities. Employee works in direct support of the City Librarian to provide administrative and advisory support as required.

Supervision Exercised: This position is designated as upper management and directs all day-to-day activities of the Library's Building Operation and Construction Project programs. Supervision includes delegated authority for hiring, training, assigning and evaluating work, and disciplining lower level supervisors and managers.

EXAMPLES OF WORK (Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class.)

Develops NOPL facility strategic plan and its schedule of projects.

Directs the maintenance, operation, construction, and improvement of the physical plant of the New Orleans Library system, including buildings, grounds, other facilities, and vehicles.

Evaluates processes, procedures and participates in defining the Library's facility standards and expectations.

Directs facilities management, programs and staff including collaborative planning for facilities development and improvements including oversight of buildings, grounds and systems.

Works with city contacts and outside contractors in the maintenance, repair and improvement of library facilities and equipment.

Supervises all activities in planning implementation, design implementation, cost analysis and construction implementation phases of projects impacting Library facilities,

Assists the Director in the preparation and oversight of the annual operating and capital budgets.

Assumes primary responsibility for the preparation, management and submission of capital budget. Provides regular feedback to the Library Director on issues relating to project initiatives and responds to emergency requests and troubleshoots issues to determine causes and solutions

#### NECESSARY KNOWLEDGES, SKILLS AND ABILITIES (At time of appointment)

Knowledge of the methods, practices, tools, equipment and materials related to custodial, building and mechanical maintenance and repair work.

Knowledge of the operation of plumbing, heating, and ventilating and other mechanical, electrical, and computerized building equipment and systems.

Knowledge of facilities management and related practices.

Knowledge of occupational hazards and of necessary safety precautions.

Knowledge of supervisory principles and practices.

Working knowledge of the application of management and automated accounting systems in meeting business needs.

Knowledge of and the ability to utilize related software (i.e., Windows based spreadsheet and word processing software).

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.

Minimum Qualifications:

Bachelor's degree in architecture, landscape architecture, construction management, structural engineering, mechanical engineering, business administration or a closely related field from an accredited college or university

and

Five years of experience in construction, building maintenance, plant management, or building/facility design; two years of which must be supervisory or involved project management work.

Must be able to work at any location in the New Orleans Public Library System