Title: Director of Facilities Management Services

Dept: Facilities Management Services

Reports to: Director

Job Code Number: 10041

Effective Date: Revised January 2019

Grade Number: 25, Non-represented

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.

Core Competencies:

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.
Customer Focus
Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement
Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization’s values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge
Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Coaching and Counseling
Facilitates the development of other’s knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

Managerial Courage
Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

Decision Quality
Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

Vision and Strategic Thinking
Supports, promotes, and ensures alignment with the organization’s vision, mission, and values; holds big picture view while setting priorities, often uses breakthrough strategies to find the way forward.

Drive for Results
Focuses on results and desired outcomes and how best to achieve them; does not confuse effort with results. Gets the job done.

Accountability
Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

Managing Change
Embraces organizational changes and their rationale, models behavior needed during
improvements in organization’s effectiveness, competitiveness, and public service delivery; manages own reactions and supports others in the process.

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 is through:

- Bachelor’s degree in construction management, architecture, public administration, or related field.
- 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.

SPECIAL REQUIREMENTS

Certified Facilities Manager (CFM) designation. Registration as a licensed architect desirable.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, 10-key and this typing may be repetitive up to frequently. Constantly sits up to 2 hours at a time and seldom will stand and walk. Will frequently reach up to chest level with hands and arms to work at desk. The employee will occasionally lift to 10 pounds.

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.