KING COUNTY LIBRARY SYSTEM
Job Description

Title: Facilities Administrative and Financial Manager
Dept.: Facilities Management Services     Job Code Number: 10640
Reports to: Director of FMS                  Grade Number: 20, Non-represented
Effective Date: Revised January 2019         FLSA Status: Exempt

General Position Summary:

Under the general guidance of the Director of FMS, the Facilities Administrative and Financial Manager (FAFM) manages and oversees the daily operations of FMS operations. Manages and provides oversight of FMS projects, systems, and vendor relations. Develops and manages FMS budget for the 49 libraries, and is responsible for all financial reporting, operational and capital accounting. Provides supervision and directs work of assigned personnel. Promotes team collaboration and best use of staff capabilities.

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. Coordinates communication and ensures that the work of assigned staff and implementation of policies and procedures is consistent with KCLS policies and procedures.
2. Develops and implements policies and procedures related to contracting, accounting and purchasing function within the Facilities Department, keeping current with State, and local accounting standards.
3. Initiates work plans and coordinates work flow processes ensuring that deadlines are met and projects are within budgetary limits. Manages and creates reports on construction projects. Prioritizes and assigns daily work load
4. Manages and oversees contractual development for public works through Request for Proposal process to contract development,
5. Manages and monitors vendor contracts, and liaises with KCLS staff and vendors to remain in compliance.
6. Accountable for management and administration of FMS systems including but not limited to, Web Help Desk, on-call system, and Fleet Systems Online.
7. Selects, trains, supervises and schedules subordinate staff in compliance with all KCLS policies and procedures.

Secondary Duties:

1. Provides backfill for Director as necessary.
2. Other related duties 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.

Communicates Effectively
Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

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.

Work Quality
Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.
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.

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:

- Bachelor’s degree in accounting, business administration, or a closely related field required. MBA preferred.
- Minimum two years’ financial analysis and budgeting experience, preferably in the public sector.
- Minimum four years’ supervisory and management experience within a related field.
- Project management experience or training
- Or, an equivalent combination of training and experience that provides the required knowledge, skills, and abilities to successfully perform the essential duties of the position.

SPECIAL REQUIREMENTS
None.

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. Occasional overtime, constant sitting, and extensive PC monitor work are included in the job.

Advancement Possibilities:
Depending on education and experience.
Director of FMS.
Director of Finance.

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: ______________________

Director of HR