

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Project Specialist – FMS**

Dept.: **Facilities Management Services**

Job Code Number: **10685**

Reports to: **Facilities Admin and Financial Manager** Grade Number: **14, Non-represented**

Effective Date: **Revised January 2021**

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. Respond to emergencies in facilities throughout KCLS.
4. Provides financial tracks, project schedules and invoice payments.
5. Work independently on assigned projects; coordinate required KCLS staff, vendors and others involved to successfully complete projects.
6. Completes project closeouts and billing; and resolves discrepancies and complaints.
7. Provides information to organizations, staff and public regarding assigned projects.
8. Coordinate security system installation, training, etc.
9. Assist FMS management in the development of the department budget.
10. Select, train, supervise and evaluate other FMS staff.
11. Contract Administration/Public Works.
12. 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.

Core Competencies:

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.

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 from differences.

Ethics, Values, and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & 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 foster personal success and connections for others.

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.

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.

Teamwork/Collaborating

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

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.

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 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: _____
Director of HR