

Alpha Park Public Library District

Job Description

Facility & Grounds Coordinator



Reports to the Business Manager

Department: Administration

Classification: Exempt, regular full-time / part time, hourly

Pay Range: \$17.25 - \$22.00 D.O.E.

General Statement

Under the direction of the Library Director and Business Manager works to maintain the facility and support capacities of the library. Serves as back up for the Business Manager. Works as liaison with all service vendors to ensure a properly working, safe, and clean facility for the public and staff. Maintains supplies for operations. Works with Library Director to provide video or in person training for staff in accordance with local, state, and federal regulations, such as but not limited to, Emergency/Safety Protocol, Blood-Bourne Pathogens, and Sexual Harassment. This position has one direct report: Facilities Assistant

Responsibilities

- First response custodial or safety contact
- Ensures safety compliance and regulations are met and maintained
- Negotiates, liaisons, and serves as primary contact for vendors including requesting public bids
- Supervises in keeping exterior foliage/grounds appearance to standards during all seasons
- Distributes mail; ensures proper handling of packages, and provides maintenance of postage machine
- In charge of records management and disposition
- Maintains and monitors patron traffic counts
- Assists with statistical reporting for grants; completes E-Rate applications
- Cash handling and collection
- Main point-of-contact for ordering all office supplies and departmental needs
- Primary liaison with the technology service provider and first response to trouble shooting IT-related issues for public and staff tech equipment
- Other duties as assigned

Qualifications and Education

- High school diploma/G.E.D. required, Associate's degree preferred; other education/work experience considered
- Exceptional customer service and communication skills
- Experience and proficiency with a variety of computer software/applications
- Capacity to work flexibly with public, staff, and a variety of service providers
- Attention to detail
- Must not be averse to physical labor, both indoors and out

Working Conditions

- Occasional evenings and weekend hours expected
- Ability to use and operate hand tools
- Lift up to 50lbs with assistance
- Access to reliable transportation
- Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in maintenance