



FACILITIES ADMINISTRATIVE SPECIALIST

Library 21c

40 hours per week, non-exempt | Position # 171249601

Open to all qualified current staff and external applicants

Date Posted: August 23, 2024

Location: 1175 Chapel Hills Dr, Colorado Springs, CO 80920

Starting Wage: \$17.85 per hour - \$23.15 per hour+ full benefits
(for benefits information, please see ppld.org/careers/benefits)

Position Hours: 40 hours per week

Monday - Friday : 8 a.m. - 5 p.m.

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

Application Procedure:

1. Complete a PPLD online application located at ppld.org/Jobs at the Application Tab. If It is an internal only job posting, please log In to ESS to fill the application.
2. Requires resume and cover letter. Applications will not be considered without a resume and cover letter.
3. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531 - 6333, ext. 6380 or send an email to sgollapalli@ppld.org

Closing Date: This position is open until September 05, 2024, at 9:59 p.m. MDT.

EOE: As an Equal Opportunity Employer, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

FACILITIES ADMINISTRATIVE SPECIALIST (contd.)

Position Summary

Operates in a diverse environment to help fulfill the Library's mission by providing technical and functional support for the Chief Facilities Management Officer.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Provides courteous and knowledgeable customer service to staff, external contacts, vendors and contractors; maintains confidentiality and discretion regarding facilities operations.
- Performs all administrative duties, including document maintenance and filing; orders and maintains office supplies and forms.
- Maintains Chief Facilities Officer's online calendar; schedules meetings and assists with meeting preparation.
- Assists in procurement activities; generates purchase order requisitions, coordinates financial reporting with Finance Office to ensure accurate and timely payment of invoices.
- Assists in budgeting process; monitors department budget to ensure accuracy and funding availability.
- Assists in asset management, disposal, and tracking.
- Visits field sites to ensure delivery and inventory accuracy.
- Coordinates order placement and delivery schedules with vendors.
- Maintains the utilities usage spreadsheet; acts as primary Library contact with utilities representatives.
- Conducts research in support of projects and assignments for the Facilities Department and organizational initiatives.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Represents the facilities at meetings as assigned.
- Participates in special projects as assigned.
- May participate on Library District teams.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- Demonstrates knowledge of facilities operational processes, management, and budgeting.
- Demonstrates excellent verbal and written communication and editing skills.
- Maintains effective relationships with contractors, vendors, and staff at all levels.

FACILITIES ADMINISTRATIVE SPECIALIST (contd.)

- Demonstrates advanced ability to use applications software, including Microsoft Word, Excel, Access, Outlook, and organizational financial processing system, along with standard office equipment.
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Ability to get along with co-workers and supervisors.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

Education and Experience:

1. Requires high school diploma or G.E.D.; two years of college coursework strongly preferred.
2. Requires a minimum of two years of related administrative experience; experience in a facilities management or construction office environment strongly preferred.
3. Project management experience and familiarity with facilities or construction terminology preferred.
4. Bilingual ability is a plus in serving a diverse community.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature, and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to occasionally stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat. Position requires the ability to lift up to 30 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations. Position also requires occasional exposure to potential hazards, including heights, electrical and chemical hazards. Position requires occasionally working in all exterior weather conditions.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

FACILITIES ADMINISTRATIVE SPECIALIST (contd.)

Conditions of Employment:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
 - are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-Verify), education, former employment, and criminal history.
 - may be uniformly tested for job-related skills and required physical abilities.
 - may be required to undergo a physical examination after a job offer is extended in order to ensure that the job's physical requirements are met.
 - must understand and comply with PPLD's drug-free workplace policy.
 - understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice In accordance with Colorado law.
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