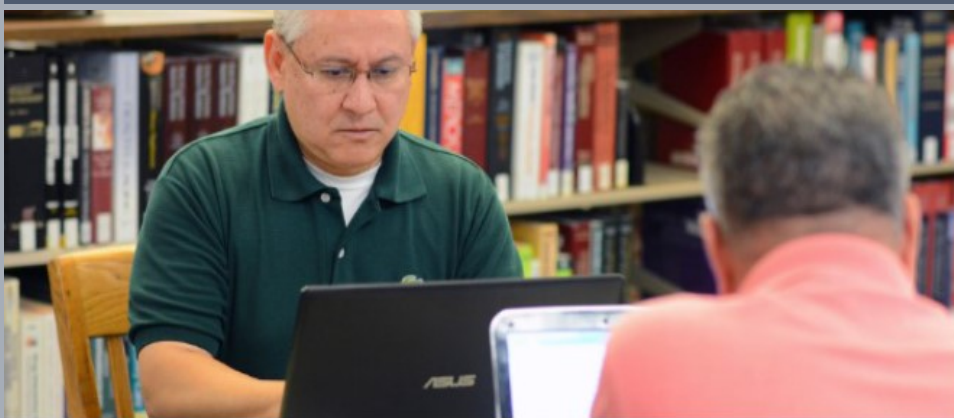




Stanislaus County LIBRARY



FACILITES MANAGER (Manager I/II)

\$59,529—\$100,256

Apply by October 25, 2021

Interviews are tentatively scheduled for the week of November 19, 2021

Facilities Manager|Library

The County of Stanislaus, Library, is seeking qualified candidates for Facilities Manager (Manager I/II) to fill a vacancy in the Administrative Division.

ABOUT THE COMMUNITY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 545,267 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to California State University Stanislaus, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 43 degrees in the winter, to an average high of 92 degrees in the summer. Temperatures move up into the high 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

Stanislaus County has a current year total budget of \$1.38 billion and 4,560 full-time positions within 27 agencies and departments.

ABOUT THE DEPARTMENT

The Stanislaus County Library system was established in 1912 under the State's County Free Library law. Over the years, libraries from local communities joined the system which currently includes thirteen community libraries (Ceres, Denair, Empire, Hughson, Keyes, Modesto, Newman, Oakdale, Patterson, Riverbank, Salida, Turlock, and Waterford) and includes a staff of approximately 73 full-time and 65 part-time employees.

A future of economic vitality where Stanislaus County residents enjoy a better quality of life can be achieved through literacy, youth development, workforce education and training for life skills. The Library plays a vital role in positively addressing these needs by partnering with many organizations to leverage its resources. The Library enjoys strong partnerships with LearningQuest, providing the library's adult literacy tutoring program, the Stanislaus County Office of Education, and local school districts. The Library also partners with the Library Foundation and Friends of the Library—groups that provide services and support to promote literacy and reading throughout the county.



Facilities Manager|Library

THE POSITION

The incumbent may be required to work evening and weekend hours. All libraries in Stanislaus County are currently closed on Sundays.

Our immediate need is for a full-time Manager, with responsibility for Library Facilities and Safety. Under general supervision, this position oversees maintenance and safety of Library facilities; assists with Request for Proposal (RFP), selection, and oversight of maintenance, custodial, security and other contracts; serves as the Library's Safety Officer and oversees safety audits, plans and drills, as well as staff safety training; plans and coordinates maintenance and improvement projects in collaboration with General Services, Public Works and other vendors.

The successful candidate serves on the Library's Management Team, and represents the Library on relevant committees. They plan and manage system-wide projects, and perform related duties as required.

TYPICAL TASKS

- Coordinate periodic inspections of all facilities to ensure facilities are clean, sanitary, and in good repair; and initiate corrective measures;
- Coordinate with General Services and other vendors on work orders for County facilities, coordinate with landlords on repair of leased facilities;
- Assist in the development of annual facilities projects and budget, and oversee capital projects;
- Develop, maintain and coordinate implementation of the Library's deferred maintenance plan, including ADA corrections;
- Follow up on complaints or evidence of unsatisfactory maintenance and custodial services;
- Serve as the Library's Safety Representative, attend Safety Board and related meetings;
- Review incident reports; recommend and conduct follow-up, including drafting ban letters; coordinate with County Safety and CEO-HR Safety;
- Coordinate security and evacuation plans and drills with staff at all Library locations;
- Maintain security records and keep arrest authorizations current;
- Develop Request for Proposals;
- Assist with selection, and oversight of maintenance, custodial, security and other contracts; coordinate with maintenance, custodial, security and other vendors related to Library services;
- Prepare and submit plans, budget estimates and proposals, and approve division expenditures within established budget appropriations;
- Prepare and submit proposals for changes in procedures, staffing and services, and assist in the development of long-range plans affecting the Library;
- Prepare operational and statistical reports on divisional activities; and
- Other duties as assigned.

Minimum Qualifications (Knowledge, Skills, Abilities, Education and Experience)

KNOWLEDGE

- Principles of administration and project management;
- Techniques, practices and applicable standards for managing assigned project responsibilities;
- Computer applications (i.e. Word, Excel, Access, PowerPoint);
- Excellent writing skills; and
- Schedule management.



Leadership and Business Core Competencies

Building Effective Teams | Communication | Conflict Management | Customer Orientation
Effective Decision Making | Performance Development & Coaching | Ethics & Integrity
Financial & Resource Management | Managing Vision & Purpose
Organizational Performance Management | Strategic Management & Planning

Facilities Manager|Library

SKILLS/ABILITIES

- Analyze simple through complex administrative and organizational problems;
- Prepare and present basic through comprehensive reports and recommendations;
- Interpret rules and regulations;
- Manage conflict and solve problems effectively, occasionally in high-pressure situations;
- Work independently and harmoniously with internal and external customers;
- Promote positive relationships with partners and the general public;
- Facilitate training and other group interactions;
- Manage assignments to completion in a timely manner;
- Participate in project planning;
- Keep accurate records;
- Communicate and write clearly, concisely and effectively; and
- Maintain confidential information according to applicable legal standards and Library and County policies.

EDUCATION:

Possession of a Bachelor's degree from an accredited college or university with major course work in Public or Business Administration. Progressively responsible experience in a related area may be substituted for the required education on a year-for-year basis.

EXPERIENCE:

Manager I – requires a minimum of one year of work experience in one of the areas listed below.

Manager II – requires a minimum of two years of work experience in one of the areas listed below.

- Facilities Management; OR
- Supervisory/Management level experience demonstrating the skills required to perform the duties detailed in this flyer.

DESIRABLE QUALIFICATIONS

- Master's Degree in Business or Public Administration Management or related field; OR
- Master's Degree in Library Science, OR
- Two (2) years prior facility management experience in a large public or private organization.

Proof of education may be required for verification purposes after the eligible list has been established as part of the selection interview process. Proof of education (transcripts and/or degree) may be attached at the time of online application submission if available.

BENEFITS PACKAGE

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2% at approximately age 61 formula);
- Medical, dental, vision, and basic term life insurance plans;
- County paid Deferred Compensation at 1.5% of base salary;
- Three weeks annual vacation upon entering County service;
- 32 additional vacation hours annually;
- 56 hours administrative/management leave per year (does not carry over);
- 96 hours of sick leave annually;
- 10 paid holidays annually;
- \$900 annual Professional Development reimbursement;
- Car allowance;
- Moving allowance;
- Disability protection;
- Optional participation in Flexible Spending Account programs;
- Optional Supplemental Life & AD&D insurance plans; and
- Employee Assistance Program.

Details available upon request.

Note: The salary listed does not include a 2% Cost of Living Increase due the beginning of the pay periods after July 1 2022 and 2023.

CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered 'at-will' and is designated Management for labor relations purposes.

Incumbents are also subject to overtime, standby, callback, weekend, holiday and shift assignments. The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at

<http://www.stancounty.com/riskmgmt/> under "Disability Management".

APPLICATION PROCEDURES/FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made on your qualifications.

Resumes will not be accepted in lieu of a complete application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodation Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

<http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf>

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening *if applicable and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/ Personnel.



The County of Stanislaus and its employees embrace the Club Wellness Mission Statement.

The Mission of Club Wellness is to facilitate and encourage the “good health” of the county workforce. “Good health” is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.

For more information on Club Wellness go to www.myclubwellness.org

