



Position Available at the Akron-Summit County Public Library

JOB TITLE: FACILITIES CONTRACTS SPECIALIST

DATE: JUNE 11, 2024

LOCATION: MAIN LIBRARY

HOURS: Full-Time (37.5 hours)

SALARY: Grade 13, \$24.65/hour, (Non-Exempt)

ABOUT THE LIBRARY

Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset. We've been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction.

We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

DUTIES & RESPONSIBILITIES:

The ASCPL is hiring for the new position of Facilities Contracts Specialist to support our Mission Statement to provide resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life.

The Facilities Contracts Specialist works 37.5 hours per week and performs a variety of duties as related to managing relationships with external maintenance service providers, ensuring the completion of routine and preventative maintenance tasks, and optimizing the efficiency of outsourced maintenance operations. Duties include:

- Serving as the primary contact for external maintenance service providers.
- Helping the Facilities Services Director negotiate contracts and service agreements with vendors.
- Coordinating maintenance requests and work orders between internal stakeholders and external service providers.
- Communicating effectively with vendors, contractors, and suppliers to obtain quotes, schedule services, and ensure timely delivery of materials.
- Monitoring the performance of outsourced maintenance services.
- Conducting regular audits and inspections of maintenance work performed by external vendors to ensure compliance with safety regulations and organizational standards.
- Tracking and analyzing maintenance-related data, including costs, service levels, and vendor performance metrics, to identify areas for improvement and optimization.
- Maintaining accurate records of maintenance activities.
- Collaborating with other departments to coordinate maintenance activities with ongoing projects and events.
- Developing and implementing processes for the efficient coordination of outsourced maintenance activities.
- Providing guidance and support to internal stakeholders on maintenance-related issues.
- Working with the Business Office to manage vendor relationships, process invoices, and reconcile payments.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Required: High school diploma or equivalent.

Knowledge of the principles and practices of Facilities Services administration. Knowledge of standard methods and techniques of building trades, including electrical, plumbing, mechanical, masonry, carpentry, and painting. Knowledge of standard



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procurement qualifications, requirements, and terms for facilities and maintenance service vendors. Knowledge of work-order management systems. Skill in customer service. Skill in contract negotiation. Skill in maintenance and facilities project management. Skill in vendor management. Ability to coordinate and help ensure fulfillment of multiple maintenance and facilities projects. Understanding of the principles of intellectual freedom. Ability to use a computer and job-related software or systems applicable to the essential functions of the job. A valid driver's license, automobile insurance, and reliable personal transportation. Ability to pass criminal background check, motor vehicle record check, education verification, and pre-employment drug screening.

Preferred: Bachelor's degree in Business Administration, Facilities Management, or related field. Trade or vocational school certification. 5 or more years of relevant experience.

THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER



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