

## Assistant Director of Facilities, Safety and Security

JOB TITLE: Assistant Director of Facilities, Safety and Security

FLSA STATUS: Exempt

GRADE: 43

DEPARTMENT: Facilities

APPROVED DATE: 06/2019

REVISED DATE: 02/2022

### **Job Summary**

The Assistant Director of Facilities, Safety, and Security is responsible for providing leadership and direction to the Library District's Physical Security and Safety programs and Facility projects to include maintenance, design and construction or remodel of library facilities. This position is responsible for assuring compliance with all local, state, and federal health and safety procedures assuring the safety of customers and employees and providing direction and services necessary to meet compliance with all state and federal disability legislation and regulations. The position will plan, coordinate, and manage system wide physical security, emergency preparedness and business abuse programs to safeguard Sno-Isle assets, employees, customers or others. This position is part of the Library's Senior Team responsible for strategic planning.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

### **We Value Lived Experience**

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

### **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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Ability to align behavior with the library's mission, values, and strategic focus in serving a diverse stakeholder community.
2. Manage the Library District's engagement with the community, architects and construction managers in the process of planning, designing and construction or remodel of library facilities.
3. Direct the work of the Library District's facilities and building related special projects.
4. Monitor facilities department workload and oversee process improvement.
5. Assure the fiscal soundness of the operation of the assigned divisions to include participating in the development of facility and capital budgets, monitoring and reporting expenditures compared to budget, and initiating needed corrective actions to maintain fiscal integrity.
6. Oversee the bid process for services related to the construction or remodel of libraries.
7. Assure compliance with all occupational health and safety (Federal, State and Local) guidelines. Examine work sites and review working conditions.
8. Document reports of occurrences and record statistical information.
9. Develop and implement safety-training programs. Certify that statutes, regulations, and codes are clearly understood and met.
10. Develop and maintain Emergency Response information/guidelines for all library locations.
11. Develop and implement educational and outreach programs regarding employers and employees' rights, responsibilities, and obligations under the Americans with Disabilities Act and other legislation as needed. Monitor and advise on policies, procedures, operations and activities for compliance with disability legislation, including program accessibility and accommodations.
12. Work with senior management and building managers to determine security needs for all facilities.
13. Develop and maintain vendor contracts for security to assure we have well-trained, professional security officers. Develop and implement security policies, protocols and procedures. Plan and coordinate security operations for specific events.
14. Provide effective direction to assigned staff to assure the quality and efficiency in areas of responsibility including managing and supervising staff; monitoring and evaluating job performance; and overseeing staff training and development

## **Additional Duties and Responsibilities**

1. Lead the System Wide Safety Committee.
2. May act in the absence of the Director of Facilities.
3. Deliver presentations to a variety of groups and officials.
4. Attend meetings, trainings, and workshops as assigned
5. Assist with special projects as required.
6. Perform other duties as assigned.

## **Supervision**

The position reports to the Director of Facilities. Reporting to the position are managers who direct the work of staff members performing professional, para-professional and clerical support tasks.

## **Knowledge, Skills, and Abilities**

1. In depth knowledge of state and local statutes and ordinances on fire safety and prevention, loss control, hazardous chemicals, building, electrical, noise pollution and the environment.
2. Knowledge of Federal, State and Local of all occupational health and safety guidelines for compliance.
3. General knowledge of public library services, and public library operation and administration.
4. Strong organizational, analytical, and problem-solving skills.
5. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
6. Ability to communicate effectively with diverse audiences.
7. Ability to provide excellent customer service.
8. Demonstrated ability to work cooperatively and maintain effective interpersonal skills with city staff, local government officials, contractors, and co-workers.
9. Strong writing and communication skills.
10. Demonstrated ability to organize and manage projects.
11. Strong group presentation skills.
12. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.

## **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. Bachelor's degree in security or construction management, architecture, public administration, or related field is required.
2. Five years of experience or related professional experience required or equivalent combination of education and related experience that provides the necessary qualifications to successfully perform the essential functions of the position.
3. Two years of supervisory or management experience required.
4. Experience in the process of planning, design and construction of library buildings is highly desirable.

## **Physical and Environmental Conditions**

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. Incumbents may occasionally move objects or materials weighing up to 35 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Activities sometimes occur outside the regular business day including evenings and weekends and require travel to branches and other locations within the Library District's two-county service areas to meet with public groups and library staff. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.