



Position Available at the Akron-Summit County Public Library

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 a Facilities Services Director 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 Services Director performs a variety of administrative duties related to the operation and upkeep of the Library's facilities and properties. The role serves as a key member of management who understands the organization, financials, industry, customers, and strategy. A vital goal will be helping to lead ASCPL in \$160 million of necessary capital repairs and replacements and changes to meet current and future programmatic needs in order to serve Akron and Summit County residents effectively and efficiently as outlined in the [2025 Feasibility Study](#).

The role supervises a team of four Specialists by providing direction, coaching, training and developing, hiring, and managing performance to organization goals and expectations. However, the role regularly works cross-functionally to cultivate effective relationships with employees at all levels of the organization, the Board of Trustees, and those outside the organization, such as vendors.

Additional duties include:

- Managing budgets and resources effectively and efficiently.
- Managing vendors and outside service providers effectively, including setting expectations and holding them accountable.
- Directing the operation, development, and implementation of the facilities systems and maintenance agencies and plans.
- Developing and implementing steps and plans to reduce utility usage and expenditures in all facilities.
- Determining the best purchasing methods and contracts for utilities for the Library.
- Developing long-term planning for the assessment, maintenance, and replacement of all building systems.
- Working with the Facility Services team to develop, sustain, and preserve all building and property construction and maintenance records.
- Overseeing the development and implementation of publicly bid and no-bid contracts related to custodial services, snow removal, landscaping, trash and recycling, mechanical systems, architectural design, and major renovation or reconstruction of the buildings and grounds.
- Maintaining and upgrading building automation systems.
- Coordinating system-wide Library projects that may involve hiring contractors, arranging facilities, or scheduling maintenance workers.
- Supervising the development of and use of Facilities Services systems, forms, procedures, and methods of recordkeeping.
- Participating in the planning and implementation of Facilities Services policy and procedure.
- Consulting with and advising employees in matters relating to facilities systems and maintenance.
- Participating in the planning and implementation of Facilities Services policy and procedure.
- Attending all Buildings and Grounds Committee meetings and Board of Trustees meetings.
- Functioning in an advisory capacity in matters relating to facilities and maintenance services.
- Serving as a key advisor to the Executive Director and Administrative Team by providing strategic leadership in the area of facilities management.
- Participating in decision-making and planning as a member of the Library's Administrative and Director teams.



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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Required: Associate's degree in Facilities Management or a related field. At least 7 years of relevant experience. At least 5 years of supervisory experience. Knowledge of the principles and practices of facilities services administration. Knowledge of local, state, and federal laws pertaining to facilities services management, including public bidding, prevailing wage, and state term schedule contracts. Knowledge of standard methods and techniques of building trades including electrical, plumbing, mechanical, masonry, carpentry, and painting. Knowledge of standard methods and techniques of custodial, janitorial, and maintenance work in public buildings. Knowledge of contract development practices for facilities, construction, and design services. Knowledge of work order and asset management systems. Knowledge of workplace safety requirements and practices. Skill in vendor management. Skill in customer service principles, practices, and programs. Ability to read blueprints. Ability to operate a variety of power tools and light machinery. Ability to plan, implement, and manage change within the agency, division, and/or organization. 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. Ability to engage in strenuous work with infrequent physical exertion such as lifting heavy items (50 pounds without assistance), deep bending, and extended periods of sitting plus climbing ladders and working at various heights with or without a reasonable accommodation. Ability to work irregular hours, including evenings and weekends. Ability to pass criminal background, education verification, motor vehicle record, and pre-employment drug screening checks. A valid driver's license, automobile insurance, and reliable personal transportation.

Preferred: Bachelor's degree in Facilities Management or a related field. Professional facilities management certification.

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