



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 Assistant 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 Assistant works on-site at Main Library 37.5 hours per week and performs a variety of administrative duties related to the Library's Facilities Services function. Duties include the following:

- Performs a variety of administrative support duties, including preparing miscellaneous correspondence, vendor spreadsheets, proposals, logs, reports and memorandum; scheduling; filing; recordkeeping; distributing departmental mail; ordering supplies; and answering telephones.
- Communicates with internal customers about maintenance and operational issues via phone, email, and through the computerized maintenance management system (CMMS).
- Maintains access card vendors and employees.
- Manages service contract partners by ensuring:
 - Technicians and contractors are performing prescribed proactive maintenance and adhering to maintenance plans and safety protocols, and
 - All maintenance activities are completed effectively and on time in accordance with their contracts.
- Dispatches technicians and contractors to perform emergent repairs as requested by internal customers.
- Inputs data for building management software and trains other agency staff on its use.
- Schedules service calls for all the Library's facilities, as required.
- Participates in working groups with various personnel to accomplish facility work.
- Maintains and distributes department-related information daily.
- Communicates with managers about operations and/or dispatch issues.
- Helps the Facilities Services Director to continuously improve the efficiency and effectiveness of departmental procedures and workflows.
- Creates work task lists and phone vendor lists daily and generates required emails.
- Attends team meetings, take minutes, types minutes summaries, and distributes them to all Facilities Services employees.
- Serves as the front desk receptionist for the Facilities Services agency, greeting departmental visitors, including vendors, and escorting them to designated locations.
- Liaises with Business Office to create purchase orders and to process invoices for payment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Required: High school diploma or equivalent. Knowledge of standard office procedures. Knowledge of the principles and practices of Facilities Services administration. Skill in record maintenance. Skill in customer service. Skill in data entry. 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. Ability to work irregular hours, including evenings and weekends, as needed. Ability to lift light objects (less than 25 pounds) and carry them short distances (50 feet or less). Ability to pass criminal background and education verification checks.

Preferred: Associate's degree. 5 or more years of relevant experience.

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

Apply online at <https://www.akronlibrary.org/about/employment>



60 South High Street | Akron, Ohio 44326 | akronlibrary.org

Our Core Values: Excellence | Service | Learning | Diversity & Inclusion