



Traverse Area District Library – Job Posting

Facilities Manager

Full Time – 40 hours per week

Schedule includes daytime, evening, and weekend hours

Salary - \$45,000 - \$55,000

Deadline to apply is December 6, 2021

WHAT WE ARE LOOKING FOR:

Our perfect candidate is someone with a background in the trades that would be capable of some hands on work but also has the communication skills necessary to develop relationships with contractors and vendors. This person would also be a member of the management team and would be responsible for maintaining a safe and comfortable environment for both patrons and employees.

OUR LIBRARY AND COMMUNITY:

Traverse Area District Library (TADL) consists of a network of libraries serving Grand Traverse County through the following locations: Main Library – Traverse City, East Bay and Kingsley branch libraries; the Fife Lake Public Library, Interlochen Public Library, and Peninsula Community Library. Three of these facilities (Fife Lake, Interlochen, Peninsula) are member libraries that receive most of their support from the district-wide millage. Although member libraries have independent elected boards, hire their own library directors and operate autonomously, they are full partners with TADL.

Mission

The Traverse Area District Library (TADL) provides dynamic resources and innovative services to stimulate intellectual curiosity, facilitate lifelong learning, promote literacy, and nurture personal enrichment.

Community

The Traverse Area District Library network is located in beautiful Grand Traverse County, a community of 93,000 residents. This area is a popular recreation destination with much to offer in all seasons of the year. While much of the county is rural, Traverse City is a dynamic and vibrant beachfront city.

As affirmed by our 2021 strategic plan, our library patrons view us as a significant community hub and look to us to maintain strong partnerships throughout the community. Founded in 1869, the Ladies Library Association formed the first groundwork of what continues to be a strong community of library patrons. This includes an active Friends organization and library volunteers. Circulating over 1,000,000 million items a year, users throughout the county visit TADL libraries for books, music, movies, programs, computers, meeting room spaces, and more.

We take pride in contributing to the quality of life in our area, supplementing the many parks, sports, beaches, cultural and art organizations, community service groups, and more. Many of the small and large downtowns are walkable, with unique shopping and dining options as well as a wide array of festivals. Many of our network libraries are steps away from downtown areas and enjoy taking part in community events in addition to providing our own programming.

TO APPLY: Send a completed TADL application (found [here](#)), a cover letter and resume to : jobs@tadl.org

- Handles disposal or sale of surplus and recyclable facilities-related materials/items.
- Handles selection and makes recommendations to Library Director for security system needs in coordination with the Technology Department.
- Attends and participates in Library Board and Committee meetings as needed.
- Coordinates with Friends of the Library regarding the acceptance of large donations.
- Works evenings and weekends and/or at another location as needed.
- Travels to all library locations as required.
- Participates in short-term and long-term planning.
- Actively works toward and reports progress on the Library's strategic plan.
- Prepares related reports, correspondence and records.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and ability to evaluate and control costs for building utilities and maintenance, excluding telecommunications.
- Ability to supervise and collaborate with others for major repairs, upgrades, and on new building projects.
- Knowledge and ability to perform minor repairs, maintenance, and upgrades.
- Ability to work effectively with vendors, general public and other employees.
- Ability to procure and use equipment and tools necessary for facility maintenance.
- Excellent project management and record-keeping skills on all facility projects.
- Knowledge and understanding of building and grounds maintenance and infrastructure.
- Knowledge of current and emerging building codes and best practices.
- Knowledge of bidding and construction processes.
- Skill in use of computers and other platforms as they relate to facility maintenance.
- Ability to communicate effectively.
- Ability to work independently.
- Ability to lift 50 lbs on a regular basis, ability to bend, stoop, and reach in order to carry out the essential functions of the position.

EDUCATION, EXPERIENCE or OTHER Qualifications include:

- Bachelor's Degree or five years systems related vocational/construction trade experience
- Experience with safety and security issues
- Managerial experience
- Valid Michigan Driver's License and reliable transportation

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; high places, airborne particles; and outside weather conditions. The noise level in the work environment can range from quiet to very loud, depending on the location of work and task being performed.

Although reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions, visual and communication ability is required.