

City of Jacksonville
Public Building Facility Manager

This is an appointed position reporting to the Library Director and is a member of the Library's leadership team; supervises the Assistant Facilities Manager and Contract Administrator. The position is responsible for the 21 facilities which comprise the Library system, their maintenance, capital improvements, and security. The Assistant Director must work in close collaboration with the City's Public Works Department, specifically the Public Buildings Division, in maintaining the facilities.

Examples of Work:

Manages and monitors the Library budget for facilities including development and implementation of the budget as well as grants and private gifts which may be acquired for facilities improvements.

Meets with management of the Public Works Department to coordinate new and ongoing library capital projects.

Plays a lead role in the design and construction of projects including selection of a site, writing a building program, and working with architects in the design of new libraries or expansion and renovation projects for existing facilities.

Conducts physical inspections and maintains records of library facilities, reports and tracks preventive and other maintenance requirements.

Implements goals and related objectives according to the Library's Strategic Plan as it relates to facilities.

Prepares administrative reports and attends administrative staff meetings.

Prepares purchasing bids and RFP's and reviews and approves vendor invoices.

Oversees contracts for security and custodial services.

Schedules, assigns, reviews, monitors, and evaluates the work of assigned staff.

Communicates clear direction, manages for results, and lead organizational change.

Assigns responsibility, takes corrective action, demonstrates leadership in evaluating, developing, and motivating employees.

Ability to effectively communicate library facility needs to the Public Works Department, architects, and others.

Knowledge, Skills and Abilities:

Open Requirements/Supplemental Information:

A bachelor's degree in any of the following disciplines: Engineering, Building Construction, Construction Management, or Architecture

Five years professional experience in facilities management and planning with at least three years in a management capacity

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An understanding of multiple disciplines such as Engineering, Building Construction, Construction Management and Architecture

ONLINE APPLICATION REQUIRED. Apply at www.coj.net. If claiming veteran's preference, you must attach the correct DD-214 (Form 4) and a VA disability certification (if applicable) for consideration. Be sure to add coj.net to your address book to ensure you receive email notifications. You may also check your application status at any time by logging into your account.

NEOGOV works best with Google Chrome, Firefox and Internet Explorer versions 9 and above browsers. Please try to apply using one of these browsers. You may have to cut and paste the link into the browser's search area.