Title: Director, Library Facilities and Planning

Pay Scale Group: 20-1

Essential Function

Under general direction from a designated administrator plans and directs the construction, renovation, use and maintenance of ten libraries comprising the University of Cincinnati Libraries.

Characteristic Duties

Provides design and space planning for projects that enable UC Libraries to achieve its vision and strategic goals. Develops short and long term project goals and objectives for equipment, space utilization and remodeling.

Collaborates with senior management to establish budgets for construction and renovation projects. Participates in the identification of funding sources, initiatives and strategies.

Develops and monitors project budgets, inspects completed work, and prepares oral and written reports for libraries staff.

Establishes relationships and serves as the principal liaison to various university offices such as the Architects Office, Facilities Management, Public Safety, Parking Services, Grounds and Moving, Housekeeping as well as external contractors, consultants, and vendors.

Represents and promotes projects at meetings and events. Collaborates with University Architects to establish needs and priorities regarding library facilities.

Participates in site meetings with architects, contractors, and vendors, and obtains cost estimates and quotes for projects.

Prepares project communication documents for internal and external emails, articles, reports, and presentations.

Works with Asset Management and Space Management to maintain current records of assets and space within the UC Libraries jurisdiction. Represents UC Libraries during annual asset audit and Space Management audit.

Directs asset management and asset tracking ensuring compliance with University, State, and Federal policies and procedures. This includes affixing tags to equipment, submitting asset dispositions as needed, approving decommissioned inventory lists, updating records and completing quarterly asset record verifications. Manage the reconciliation process for equipment surplus requests with multimedia and library IT staff.

Responsible for maintenance issues related to housekeeping, heating and cooling, elevators, electrical work, plumbing, general carpentry, grounds and plant maintenance, security systems and annual fire safety drills.

Updated 9-26-14
Provides direct supervision to exempt and non-exempt staff who are the designated contacts for maintenance issues for each library facility.

Prepares and submits maintenance requests forms to Facilities Management, maintains a log of requests and follows up on incomplete requests.

Directs the selection, bidding, ordering and placement of furniture, equipment and other supplies for new buildings and renovations.

Supervises all staff and material moves working with contract movers to ensure quality and efficiency. Manages internal and external systems staff to establish or relocate telecommunications.

Responsible for faculty study rooms in Langsam Library including annual log of assignments, maintenance and access.

Conducts research, visits other ARL Libraries, analyzes data and identifies and summarizes trends.

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor's degree with five years' experience in project management or related experience, or an equivalent combination of education, training and experience.