

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY
CONCERNED WITH JOB RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUED</u>
ASSISTANT PROPERTY SPECIALIST	\$11.08/HR	12-26-2014
Building & Grounds Cleaning & Light Maintenance WEBER COUNTY LIBRARY - 20-29 HOURS PER WEEK WITH BENEFITS <u>Benefits include retirement plan; sick, vacation, and holiday. Preferred applicant will work flexible hours, including some early mornings, late evenings, and weekends, to deep clean and maintain library buildings and grounds. Must have relevant cleaning experience and basic maintenance skills</u>		

Mission: All library employees are hired to assist in the provision of relevant information services to all segments of the community so that individuals can make meaningful decisions in their lives and participate as full-fledged members of our democratic society. Employees are responsible to work to provide an environment of "neutral ground" where all may come together to gain information, to affirm a common good, and to pursue both group and individual goals. That is, library employees are not hired to give government sanction to a set of particular ideas or values, but rather to provide open access to materials representing all points-of-view. In order to accomplish this mission, employees are hired with the understanding that their day-to-day job duties, shift assignments (including evenings, weekends & holidays) and work locations may be modified or changed in order to provide the best information services possible in a hospitable and safe environment. All employees are hired to uphold the general principles set forth in the American Library Association's *Code of Ethics, Library Bill of Rights, and Freedom to Read Statement*; to make decisions according to a formalist system of ethics; and to implement decisions according to innovative management and proven economic principles. As part of their annual performance plan, employees will develop a "self-learning agenda" which will serve to help them keep abreast of the skills they need to: 1) provide excellent public service; and 2) help further their own careers in a dynamic and ever-changing environment.

General Duties: Under the general supervision of a Senior or Professional staff member, an Associate Property Specialist performs the following types of entry level journeyman duties: Property management including maintenance and repair of library buildings, vehicles and equipment; remodeling and construction of library buildings; supervision of outside contractors; and other tasks of an entry level journeyman nature as required by the individual library divisions. Each employee must annually sign and successfully complete a results-oriented performance plan based upon the specific job duties for the position and upon the individual employee's performance needs.

Performance Results: (Note: Any one position may not include all of the results listed, nor do the listed examples include all of the results which may be found in positions of this class. That is, employees may ad results, and specific areas of assignment within the library may require the employee to perform fewer results than in other areas.)

Collection Management Supports system collection management plan.

Fiscal Management Verifies procedures to ensure that public funds are received, recorded, deposited, and expended in an acceptable and honest manner. Implements procedures to gather input for the division budget. Coordinates staff training to ensure that the highest standards of accuracy and integrity are met in all areas of fiscal responsibility. Coordinates system fund raising activities. Coordinates the preparation of bids and specifications for purchasing goods, equipment, supplies, and services. Verifies expenditures to ensure that funds are used in an appropriate, efficient, and timely manner.

Personnel Management Coordinates procedures to ensure appropriate and effective communication at all levels. Coordinates training opportunities for new employees. Implements quantifiable performance standards to be used as criteria for evaluating performance of self and others. Implements solutions to deal with problems associated employee's below standard performance of self and others. Implements incentive systems to recognize outstanding work performance in their division. Coordinates efficient and effective use of staff, helping employees focus work time upon activities which support agreed upon system and division goals and priorities. Coordinates the documentation of work performance of self and others. Verifies employee work schedules (paid and volunteer) to ensure adequate staffing and the best use of available resources.

Program Management Supports system program management

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Property Management Verifies procedures for maintaining the physical plant and on-site operations of the library and implements plans for maintaining the integrity of the library's physical assets. Coordinates a library-specific risk management plan which ensures a safe environment for staff and customers. Implements and verifies procedures to protect library assets from theft. Implements an on-call schedule to cope with public needs or building related emergencies. Implements management of storage areas where library surplus equipment, furniture, shelving, tools, parts, and supplies are stored to provide inventory control. Verifies building management

budgets.

Public Service Management Supports a quality public service management.

Technology Management Supports system technology development plan.

General Qualifications: An Assistant Property Specialist classification assumes a need for skills consistent with those which would be provided by an employee who had passed an apprenticeship and is capable of performing at a journeyman level. Individuals who have extensive post high school trade or advanced technical training in areas such as construction management are also eligible for employment in this category or equivalent combination of education and experience. Job assignments will vary, but each employee will be hired not just for their trade or technical skills but also for their supervision and management abilities and for their relevant experience working with the public and others in a team management environment.

Must be able to operate, troubleshoot, and make repairs to equipment in the department (heating and cooling systems, steam tables, yard equipment, pumps and motors, cars and vans, etc.). Must have the ability to implement Board policy and Library Administrative plans and procedures, take initiative, work extremely well with others, and accept responsibility for his/her own actions.

Special Qualifications: Must be able to work rotating shifts (seven days a week), flexible hours (morning, afternoon, and evening), and holiday hours when the library is open. All Associate Specialist staff will work a minimum of two evenings per week and will alternate weekend shifts with the other employees in their divisions. They will also work holiday hours in equal proportion to those of other employees in their division. Associate Property Specialist staff are not exempt from the Fair Labor Standards Act. Under the guidelines of the law, they may be required to work "on call" to cover for those employees who may be on vacation, sick leave, etc.

Tools and Equipment Used: Including but not limited to: tractors, trucks, utility vehicles; lawn mowers, snow blowers, and other small equipment; small power and electronic tools; plumbing tools; computers; telephone, FAX machine; and building construction tools.

Physical Demands: While performing this job the employee is regularly required to lift up to twenty-five pounds, and occasionally up to seventy-five pounds. Must remove parts and supplies from shelves at a maximum height of twelve feet; use hands to finger, handle, feel, or operate power and electronic tools and to operate vehicles; must balance on ladders and climb scaffolds; must reach with hands and arms. Must be able to move about the area, talk clearly with customers and contractors, and hear responses. Must have excellent close vision and good distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is required to walk, sit, climb, balance, stoop, kneel, crouch, and crawl.

Work Environment: While performing the duties of this job, the employee regularly works in a library public service environment or in a business office environment, or shop environment. May also work on library grounds, in library equipment rooms, and may occasionally be required to work in library crawl spaces, on roofs, or in similar maintenance environments.

Affirmative Action/Equal Employment Opportunity/Americans with Disabilities: It is the goal of the library to employ a diverse group of individuals who represent the richness of ideas and philosophies prevalent in a modern society. Every reasonable effort will be made to accommodate individuals with disabilities and to promote, and foster pluralism in the work environment, while maintaining the cohesion needed to act as a single community of public employees dedicated to the mission of the library system.

POSITION CLOSES JANUARY 9, 2015

APPLICATION MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EOE - DRUG & BACKGROUND TESTING REQUIRED