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**JOB DESCRIPTION**

The Novi Public Library is a vibrant, fast paced class six library located within Oakland County. The Library was awarded the "Community Builder Award" in 2021 from the Novi Chamber of Commerce for its innovative approach to reaching its community by introducing the first self-service kiosk in Michigan, called Lakeshore Lending Library. We proudly serve a diverse community with a population of 65,000+. We are committed to serving our guests with exceptional customer service through innovative programming, cutting-edge technology in our iCube Makerspace, and expertly trained staff. In order to meet the needs of our diverse population, we have increased staff awareness and education of Diversity, Equity and Inclusion initiatives through organizational-wide training. We have created NPL @ Your Door, a mail delivery service, to meet the needs of the Novi community who may have less access to the building, and advanced our on-going commitment to "Inspire, Inform and Include" all individuals who walk through our doors. Join our team!

***JOB TITLE:* Assistant Director of Building Operations**

***REPORTS TO:* Director**

***PRIMARY DUTIES & RESPONSIBILITIES:***

1. Manages Library and building operations in the absence of the Director; responds to emergencies and provides support, as needed; acts quickly, exercising good judgment.
2. Directly supervises: Systems Administrator, Technology Supervisor, Facility Operations Team (1 Full-time Facility Assistant II and 2 Part-time Facility Assistants I).
3. Has state-of-the-art knowledge of the Library and its departments.
4. Provides day-to-day management of the Library and departments including supervision, interacting with the public, evaluating, training, hiring, scheduling, emergency preparedness, budgeting and recommending department and Library needs.
5. Works as a member of the Management Team to create, interpret, update and communicate Library and department policies, procedures and goals, compatible with the Library’s Mission, Motto and Strategic Plan.
6. Serves as a face for the Library; periodically engages in outreach and events within the community; manages staff on various Library Team projects as assigned.

***OTHER DUTIES & RESPONSIBILITIES:***

1. Fosters a culture of innovation. Lead the development of an organizational technology strategy consistent with the business and community needs for the Library. Responsible for the planning, development, purchase and implementation of all technology and facility operations projects for the Library.
2. Manages the elements of the Library’s technological and building infrastructure (including but not limited to: technology and building operating systems, phones, presentation/audio-visual equipment, security, various networks and exchanges, staff and public office equipment, HVAC, mechanical systems, elevators, and vendors for various building and grounds needs) .
3. Executes and manage contracts related to Information Technology and Building infrastructures; assist in developing RFPs and bid documents; assist in selection of successful bidders; maintain records of bid documents and contracts for hardware, software, and services.
4. Positions the Library organization to take advantage of and financially plan for emerging technologies and building infrastructure needs. Demonstrate continuous effort to improve operations, decrease turnaround times and streamline work processes.
5. Provides assistance with technical and building issues before and/or after normally scheduled work hours, as needed.
6. Provides expertise for Library software and hardware problems.
7. Investigate new technologies, processes new uses for existing technology and building needs within the Library.
8. Works positively and collaboratively across departments to accomplish department goals; supports Library staff in technology-related matters.
9. Seeks professional continuing education, both organized and casual, with a commitment to new technology and building related needs in order for services to remain current and appropriate for staff and guests.
10. Trains and assist staff and guests with technology questions, as needed.
11. Communicates effectively with guests, co-workers, and professional colleagues.
12. Represents the Library in various local consortium and statewide activities.
13. Performs other duties as assigned.

***JOB QUALIFICATIONS:***

1. Bachelor’s Degree with a concentration in Information Systems or equivalent and related studies necessary.
2. Minimum three years supervisory experience required.
3. Minimum three years of Network and/or Systems Administrator experience required.
4. Experience with Microsoft Suite and Server, Outlook and/or Google. Experience in Microsoft Server, Group Policy, Active Directory, Office; DNS, DHCP, Cisco switches, routers, wireless controller/access points, Prime; VoIP, ASA firewall, SQL Server, Linux Server, VMware vSphere/SAN technologies, Veeam Backup, CrowdStrike endpoint protection and cyber security best practices. Be familiar with library systems and services such as ILS, Deep Freeze software, EnvisionWare PC time and print management; Google environments and WordPress.
5. Understanding and practice of MiOSHA, OSHA, ADA, and other building related standards.
6. Understanding of building operations related to HVAC, utilities, infrastructure repair needs and grounds maintenance.
7. Knowledge of library systems and processes preferred.
8. Adapts and responds to multiple priorities, interruptions and demands, and resolve~~s~~ problem situations in a positive manner.
9. Strong problem solving skills to support, revise, or suggest improvements to existing systems.
10. Dedicated to providing positive customer service to library staff and guests.
11. Strong obligation to confidentiality.
12. Enthusiastic, positive, friendly, self-motivated, creative and approachable.
13. Strong organizational skills and attention to detail.
14. Excellent verbal, written, and interpersonal communication skills.
15. Values diversity and inclusivity in the workplace and in the community.
16. Ability to speak multiple languages helpful.
17. A valid Michigan driver’s license is required.

***WORKING ENVIRONMENT:***

1. Physical mobility, vision, hearing, and manual dexterity essential.
2. Maintain physical condition necessary for sitting, standing, bending, and / or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts, seeing, keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds, operating assigned equipment; picking up litter; spreading ice melt.
3. Evening, weekend, and some holiday hours are required.

***SCHEDULED HOURS, SALARY AND BENEFITS:***

**Hours:** Forty (40) hours per week, includes days/evenings, weekends (management rotation of every 4-5 weeks).

**Salary range:** $66,146.00 – 92,604.00 annually

**Benefits:** Position provides personal business leave, sick leave, vacation, 11 paid holidays, medical, dental, life insurance and retirement benefits (Defined Contribution plan).

***APPLICATION INFORMATION:***

* Only complete application packets (which include a current Novi Public Library application, resume, and **cover letter**) will be considered. Incomplete application packets will not be reviewed.
* NPL applications available at https://novilibrary.applicantpro.com/jobs/
* Employment offer dependent on results of a physical and background check

NPL is looking to fill this position quickly in order to offer an opportunity for shadowing and training with the current employee in this position. The application review process will begin October 4, 2022. The Interview process will begin the week of October 10th.

Posting closes: October 18, 2022

Send to: **Nicole Williams, Human Resources Specialist**

*45255 Ten Mile Road, Novi, MI 48375*

*nwilliams@novilibrary.org*

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*