The Albert B. Alkek Library at Texas State University is seeking a Library Facilities Manager. Reporting to the Director of Administrative Services, this position manages facilities operations for the Alkek building, which includes the Alkek Library, Wittliff Collections, University Archives, Instructional Technology Support (ITS) and Student Learning Assistance Center (SLAC).

The Alkek is a 27 year old, 7 story, 300,000 square ft. facility that currently offices 182 university staff and approximately 250 part-time student workers. During a regular semester, the Alkek library is open 119 hours per week. It is a major hub of student activity. On an average week during a long semester, upwards of 62,000 faculty, students, staff, and visitors pass through the main entrance.

RESPONSIBILITIES: Manage daily facilities operations for the Alkek building including planning, oversight and coordination of building construction and repair projects, maintenance and cleanliness, access, safety, and security. Serve as lead point of contact and internal representative and advisor to university personnel, vendors and contractors for all construction and renovation projects and repairs within the building. Formally communicate progress, logistics and time lines to library and IT Division management, stakeholders, university personnel and construction teams. Serve as additional duty safety officer (ADSO) for the Alkek and maintain safety and emergency procedures and related documentation. Provide individual and group safety and evacuation training for all building staff. Oversee building access and security. Organize, store and arrange for appropriate disposition of equipment, furniture, and related materials. Manage capital equipment inventory. Hire, train and direct the work of the facilities student assistants. Perform other related duties and projects as assigned.

QUALIFICATIONS:

Required:

On call 24/7 for time sensitive building issues. Most issues can by addressed by phone.

Knowledge of:

- facilities infrastructure systems including HVAC, fire and life safety, mechanical, electrical, data/phone, plumbing, security.
- ADA standards and regulations

Ability to:

- read/interpret policies and procedures; instructions, manuals, memorandums, charts, schematics; use measuring devices: tapes, rulers.
- perform basic math (add, subtract, multiply, divide, and calculate percentages) to check student timesheets, determine quantity of materials and supplies needed.

Skills:

- Computer – Possess intermediate computer hardware and software skills including Microsoft Word and Excel, architectural drawing software such as Visio, and databases such as Access
• Interpersonal - Exhibit patience, tact, courtesy, and ability to work in a team environment.

• Supervision - Train student workers and provide effective direction for and assessment of their work.

• Analytical - Assess situations, and address multiple issues simultaneously to resolve problems in a timely manner. Develop policies and procedures related to building maintenance and safety.

• Problem-solving and decision-making - Determine location and nature of malfunction and how to address. Notify appropriate university offices/personnel. Work with assigned parties to resolve issues. Prioritize own workload and readjust as needed.

• Oral and written communications – Describe maintenance and custodial issues and actions taken to resolve; Understand oral job instructions; Train staff and student workers; Write clear and grammatically correct policies, detailed procedures, reports, correspondence, messages, service requests.

• Project and process management - Oversee and track planning, communication, time lines, reporting, and assessment of projects.

**SALARY AND BENEFITS:** $3,106 - $4,250 monthly based on qualifications and experience. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

**BACKGROUND CHECK:** Employment with Texas State University is contingent upon the outcome of a criminal history background check.

Texas State's 38,808 students choose from 98 bachelor’s, 91 master’s and 13 doctoral degree programs offered by the following colleges: [Applied Arts](/), [McCoy College of Business Administration](/), [Education](/), [Fine Arts and Communication](/), [Health Professions](/), [Liberal Arts](/), [Science and Engineering](/), [University College](/) and [The Graduate College](/). As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

Application information:

Apply online at [http://jobs.hr.txstate.edu](http://jobs.hr.txstate.edu)

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.