

## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Facilities Clerk</b>
<b>Department:</b>	<b>Facilities</b>
<b>Focus:</b>	<b>Main Library Building</b>
<b>Reports to:</b>	<b>Facilities Manager</b>
<b>Position(s) Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary Grade:</b>	<b>2</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	<b>January 21, 2015</b>

### Position Summary

Ensures a safe and well-maintained facility by performing various maintenance tasks. Maintains mailroom operations following established policies and procedures to assure the timely and accurate processing of library mail and materials for shipping and receiving.

### Responsibilities and Duties

The following activities are within the responsibilities of the Facilities Clerk working under general supervision:

#### Facilities and Events

- Assists with the setup and breakdown of library facilities for internal and external events.
- Works closely with Facility Manager to execute plans for special events including assisting staff and outside vendors.
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- Replaces batteries, light bulbs and filters facility wide as requested.
- Daily monitoring of public restrooms; cleans and stocks paper goods as needed
- Walks perimeter of library grounds and monitors for graffiti and trash
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- Assists Facilities Manager with staff relocations, library equipment and furniture moves.
- Assists with identifying safety hazards throughout the facility and reports any unsafe conditions immediately to the Facility Manager.

### Inventory Control

- Assists with inventory control spreadsheets to maintain established minimum supply quantities on hand at all times.
- Restocks supplies as needed
- Communicates low volume inventory in a timely manner to Facility Manager for ordering.
- Mailroom Processing Maintains internal mail delivery schedule to meet customer needs
- Serves as the primary contact for FedEx, UPS, and other courier services shipments to ensure accuracy of paperwork and timeliness of requests for package pickups
- Acts as library representative/messenger to external locations as needed for priority mail pickup and delivery adjacent to the library.
- Opens and sorts mail identifying areas for delivery
- Maintains records to track incoming mail for payments and specific library materials.
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- Delivers checks/receipts to designated departments on a daily basis.
- Supports the boxing and preparation of materials for shipments to Branches and partnerships locations.

### **Position Qualifications**

#### Required

- High School diploma or GED
- Ability to operate/utilize general office equipment, library equipment, personal computer and software programs typically associated with library operations.
- Must be mechanically inclined and able to handle small power tools
- Requires an aptitude for detailed and accurate work. Ability to effectively sort, organize, alphabetize, and file.
- Ability to work in a team environment with diverse staff.
- Must be customer focused; possess the ability to remain calm under pressure.

#### Preferred

- Previous experience in facilities maintenance
- 1 to 2 years' experience in general clerical work.

## Work Environment

Will be working in a busy environment and performing maintenance tasks facility wide.

## Physical Abilities Required

- Requires the ability to lift, push, and pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Use of light power tools to perform facility related tasks.
- Requires climbing and standing on a ladder to perform facility related tasks.

## Approvals

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

## Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Distribution: Original - Human Resources, Copies - Supervisor, Employee