



## Position Overview

The Library of Virginia (LVA) is seeking a Facilities Director to work in the Office of Facilities Management in the Administrative Services Division. The Facilities Director of the Library of Virginia manages staff and resources related to the procurement, design, construction or renovation of capital and non-capital projects for the agency. The incumbent also plans and directs the facilities management program, ensuring the quality and effectiveness of operations of the Library's main building and the State Records Center. The Facilities Director is responsible for providing a safe environment for patrons and staff that also adequately protects and secures the Library's collections.



OUR LOCATION:

800 East Broad Street  
Richmond, VA 23219

## The Library of Virginia

The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 122 million & 3 million respectively. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government.



As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.

THE LIBRARY OF VIRGINIA'S MAIN BUILDING

# FACILITIES DIRECTOR (Trades Manager I)

**Position Number 00025**

**Salary Minimum: \$60,000**

**Full-time with benefits**

***This position is open to active Commonwealth of Virginia state government employees only.***

## **Qualifications**

- Considerable knowledge of management principles including contract management, negotiation, procurement, budget management, human resource management and strategic planning;
- Considerable knowledge of construction practices, building codes and life safety codes;
- Considerable knowledge of the organization of State Government and its agencies, boards and commissions;
- Considerable knowledge of proper maintenance practices in various trades including HVAC, plumbing, electrical, carpentry, painting and grounds keeping;
- Considerable knowledge of computer based building automation and control systems, security systems, life safety systems, maintenance management systems and scheduling systems;
- Considerable knowledge of electronic systems such as advanced audiovisual presentation systems, digital telecommunications systems and computer network infrastructure;
- Considerable knowledge of proper housekeeping practices for large public buildings;
- Ability to interpret highly specialized regulations covering environmental protection and life safety issues;
- Ability to formulate policies, guidelines and standard operating procedures applying to the use, operation and maintenance of agency facilities;
- Ability to prepare cost estimates and specifications for buildings, building systems and building alterations;
- Ability to conduct inspections of work performed by contractors;
- Ability to prepare and monitor operating and maintenance budgets;
- Ability to respond to emergency situations in a timely manner after hours;
- Ability to coordinate a variety of activities simultaneously;
- Ability to communicate effectively, both orally and in writing;
- Strong interpersonal skills and ability to work with others in a courteous manner;
- Strong personal computer skills, including ability to use word processing, spreadsheets, database, e-mail and personal productivity software packages and internet search engines; and,
- Must have a valid Virginia driver's license, or the ability to obtain one prior to date of hire.

## **Preferred**

- Graduation from an accredited college or university with major studies in business, engineering, or related field and considerable management experience in building operations or maintenance;
- Additional management or supervisory experience on a comparable level may be substituted for college education on an equivalent time basis; and,
- Demonstrated experience in a similar capacity in public or private sector.

An equivalent combination of education, training, and experience may substitute for educational requirements.

## **To Apply**

Candidates must submit a fully completed Virginia state employment application, cover letter & resume online at <https://virginiajobs.peopleadmin.com> for position #00025.

Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for full announcement and additional information. Selected candidate must complete a criminal background check and the Statement of Economic Interest for the Commonwealth of Virginia. This position is designated as essential and, as such, all duties associated with this position are required during emergency situations which may include but are not limited to inclement weather, disaster response and emergency operations.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. You are not required to note the presence of a disability on your application. If you require accommodations, please contact the:

Office of Human Resources at 804/692-3586 or email [nancy.epperly@lva.virginia.gov](mailto:nancy.epperly@lva.virginia.gov).

**An EEO/AA/ADA Employer**

**Applications for this position must be received by 11:59pm on November 13, 2016.**