

# LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Facilities Clerk I</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>July 24, 2024</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 and equipment for internal and external events.
- Works closely with Facility Manager to execute plans for special events including assisting staff and outside vendors.
- Replaces batteries, light bulbs, and filters facility wide as requested.
- Under supervision, may perform simple facilities maintenance tasks that can be done safely with tools on-hand and do not require special training or licensing.
- Regular monitoring of public restrooms; cleans and sanitizes between nightly janitorial cleanings; stocks consumables as needed.
- Regularly walks perimeter of library grounds and monitors for graffiti and trash; removes whenever feasible; reports conditions to Facilities Manager.

- 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 Facilities Manager.

#### Inventory Control

- Assists with inventory control and maintaining established minimum supply quantities on hand at all times.
- Restocks supplies as received, verifies inventory count, and reports to Facilities Manager any overages or shortages.
- May update inventory control documentation (or spreadsheet) as directed.

#### Mailroom Processing

- Processes internal and external mail in a timely and accurate fashion.
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- Processes incoming and outgoing FedEx, UPS and other courier services shipments in a timely and accurate fashion.
- Acts as library representative/messenger to external locations as needed including priority mail pickup and delivery adjacent to the library.
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- Maintains records to track incoming mail for payments and specific library materials.
- Delivers checks/receipts to designated departments on a daily basis.
- Supports the boxing and preparation of materials for shipments to Branches and partnerships locations.

#### Miscellaneous

- Participates in trainings, team meetings, and interdepartmental events.
- Other duties as needed.

### **Position Qualifications**

#### Required

- High School diploma or GED.
- Ability to understand and follow written and oral instructions.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to operate basic office equipment: personal computer, printer, telephone, calculator, copier, etc.

- Familiar with using basic MS-Office applications (Word and Excel), web browser(s).
- Must be able to safely and effectively use small hand and 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.