



ADMINISTRATIVE AND FACILITY COORDINATOR (LIBRARY)

West Feliciana Parish Library is looking to hire a full-time Administrative and Facility Coordinator. If you are interested in applying, resumes may be emailed to sdavis@wfpplibrary.org.

This job posting will close on April 22, 2025 at 5 PM

CLASSIFICATION **REPORTS TO**
Hourly/Non-Exempt Library Director

Job Summary: The West Feliciana Parish Library is seeking a highly organized, proactive Administrative & Facility Coordinator to manage operational functions including accounts payable, payroll support, facility oversight, and event coordination. This is a unique, hands-on role that ensures the smooth operation of our library's administrative and physical infrastructure.

ESSENTIAL JOB FUNCTIONS

40% Accounts Payables and Payroll (Weekly)

- **Accounts Payable:** Review and enter invoices into the Parish Government financial system for payment.
- **Vendor Communication:** Respond to vendor inquiries, resolve billing discrepancies, and maintain good relationships.
- **Recordkeeping:** Maintain organized digital and physical AP records for audits and reporting.
- **Payroll:** Enter and maintain staff work hours, absences, and leave requests in the Parish Government payroll system; verify the accuracy of submitted timesheets; assist staff with payroll-related inquiries (timekeeping corrections, leave balances); coordinate with Parish payroll department to resolve issues; maintain confidential payroll records.

20% Administrative Support & Coordination (Weekly)

- **General Office Administration:** Serve as a key point of contact for the administrative office; maintain organized physical and digital filing systems (including confidential records); monitor, order, and manage inventory of library supplies. Manage fixed assets.
- **Administrative Support to Library Director:** Assist the Director in preparing reports, spreadsheets, and other documents for various audiences (staff, Board, parish officials, state library, community groups). Handle inquiries to the Director, resolving them directly when appropriate or routing them to the correct person/department. Coordinate Board meetings (setup, distribution of materials, and reminders) adhering to Louisiana Open Meetings Law.
- **Project Assistance:** Assist the Director with planning and overseeing minor facility renovation projects, repairs, capital improvements, and other projects as needed.
- **Asset Tracking:** Keeps an accurate inventory of assets.

20% Library Event and Facility Reservation Coordination (Daily)

- Maintain facility room reservation calendar/system. Manage reservation deposits and payments.
- Ensure proper setup (furniture, basic AV and power needs) and safety compliance for user bookings and library programs/events. Train staff on setup/breakdown and AV equipment use.

20% Facility Management & Maintenance (As needed)

- **Maintenance Oversight:** Oversee routine building maintenance and coordinate repairs for fire suppression systems (alarms, sprinklers, extinguishers), security systems (alarms, cameras, access control), HVAC, plumbing, electrical, lighting, and structural components (e.g., roof, doors, windows, walls, floors) including scheduling regular inspections and tests.



- **Vender Management:** Oversees work of facility vendors, ensuring adherence to contract terms, safety protocols, and quality standards (e.g., janitorial, landscaping, waste removal).
- **Facility Planning:** Implement, and update maintenance plans, emergency preparedness and response plans (e.g., hurricane, fire, security incidents); coordinate staff training on facility procedures; Respond to facility alarms during work hours and serve as an emergency contact for after-hours issues.
- **Space Management:** Coordinate minor space planning, furniture layout adjustments, and internal moves.

**Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. West Feliciana Parish is an Equal Opportunity Employer.*

OTHER DUTIES

Covers the circulation desk as back-up when needed.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EDUCATION, EXPERIENCE, CERTIFICATIONS

- Associate's Degree in Office Management, Business Administration, Accounting, Public Administration, or a related field AND 1–2 years of professional experience in related duties such as Accounts Payable and Payroll administration, Office administration in a government or nonprofit setting, Vendor and facilities coordination; OR
- 3-5 years of combined experience in the above-mentioned job functions.

KNOWLEDGE, SKILLS, ABILITIES

- **Technical Proficiencies:** Proficiency in Microsoft 365 applications, including Outlook, Word, Excel, OneDrive. Familiarity with Teams and SharePoint. Proficiency with data entry and recordkeeping.
- **Self-Motivated Learner:** Ability to independently acquire new skills, research solutions, and adapt to changing systems or technologies.
- **Organizational Skills:** Ability to prioritize tasks, manage schedules, and handle multiple responsibilities efficiently.
- **Problem-Solving:** Ability to identify and resolve facility, payroll, and administrative issues.
- **Communication Skills:** Strong verbal and written communication to interact with staff, vendors, and government departments.

REMOTE WORK

Remote work is not an option for this position as job duties necessitate being physically in the library building.

WORK ENVIRONMENT & PHYSICAL DEMANDS

This position involves a mix of sedentary office work and active facility oversight. Requires ability to use standard office equipment (such as computers, phones, printers, and filing cabinets), and communicate effectively. Work is performed primarily indoors but includes regular monitoring of exterior grounds. Must be able to attend occasional evening meetings (e.g., Library Board meetings). While performing the duties of this job, the employee is regularly required to talk and listen. The employee is frequently required to sit, stand, bend, stoop, walk extensively (including inspecting grounds), reach with hands and occasionally lift 25 lbs. The employee is occasionally required to climb ladders. The physical demands of this job described here are representative of those that must be met by an employee to successfully perform the essential job functions of this job.

REQUIREMENTS

- Valid driver's license



- Drug Screen/Background check required

ACKNOWLEDGEMENT OF JOB DESCRIPTION This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____