

Capital Strategy and Planning Coordinator

JOB TITLE: Capital Strategy and Planning Coordinator

FLSA STATUS: Non-exempt

GRADE: 39

DEPARTMENT: Strategic Services

APPROVED DATE: 03/2021

REVISED DATE: 11/2022

Job Summary

The Capital Strategy and Planning Coordinator is responsible for providing skilled professional support services and coordination related to the development, communication and implementation of capital strategy and planning and capital projects.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Support the development, communication, and successful implementation of a capital strategy to achieve Sno-Isle Libraries' vision, mission, strategic goals, and values.
2. Contribute to SIL's short- and long-range strategies; contribute to studies and reports; timely and reliable communications with customers and staff; expansion and maintenance of library infrastructure, budget and capital plans.
3. Coordinate and organize work performed within the capital strategy and plan; lead collaboration with internal stakeholders and departments.

4. Analyze capital conditions and realities; contribute to recommendations on capital work; produce evaluations of current capital conditions.
5. Write communications and communication strategies; develop presentations; lead and participate in engagement activities for both staff and public audiences.
6. Responsible for the scheduling, creation, and archiving of the All Staff Update communication channel.
7. Manage and coordinate projects, both for planning and implementation of capital projects.
8. Coordinate work with consultants.

Additional Duties and Responsibilities

1. Serve on interdepartmental teams or cross-functional groups.
2. Perform specialized duties in support of department services as directed.
3. Participate in ongoing professional development through training, conferences, reading and collaboration with others.
4. Assist with special projects as required.
5. Attend meetings, trainings, and workshops as assigned.
6. Train new staff as needed.
7. Perform other duties as assigned.

Supervision

The position reports to the Assistant Director of Capital Strategy and Planning. Supervision of the work of others is not a normal part of the work of this position, but incumbents may be asked to facilitate teams and projects as well as participate in the training of other staff in library-related work.

Knowledge, Skills, and Abilities

1. Demonstrated ability to provide strong customer service.
2. Demonstrated ability to communicate effectively with diverse audiences.
3. Demonstrate ability to work cooperatively and maintain effective interpersonal skills with the public, vendors and co-workers.

4. Demonstrate ability to meet deadlines in a fast-paced, multiple project environment and to adapt to new priorities; to interface/communicate with people in all levels of the organization as well as outside vendors.
5. Demonstrate ability to be flexible, manage ambiguity, adapt to change and successfully work in a fast-paced dynamic environment.
6. Demonstrate ability to work independently and to set priorities.
7. Demonstrate ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.
8. Strong organization, attention to detail, and problem-solving skills.
9. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
10. Ability to travel to community libraries and various other sites to perform the essential functions of the position.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. The knowledge, skills and abilities typically are acquired through a combination of experience and training including a university-level education. A four-year degree in Business Administration, Communications, Political Science, or a closely related field or equivalent training and experience is required.
2. Three years of related experience in budget planning, managing projects, public engagement, or related field.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended

periods of time. The incumbent must occasionally move objects or materials weighing up to 35 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Incumbents may travel to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.