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**St. Petersburg College**

**Position Title: AVP Facilities Planning and Institutional Services**

<b>Pay Schedule</b>	<b>Pay Grade</b>	<b>Classification Series</b>	<b>Classification Title</b>
Administrative & Professional	K	Administrative Management	Associate Administrative Vice President

**Job Summary for Positions in this Classification**

This is the third of five levels in the Administrative Management series. This classification is responsible for providing complex and senior level direction to the activities of an assigned administrative related department or program. Incumbents work in an administrative related department or function which enables the College to function fiscally, operationally, or administratively. Incumbents will develop strategies to accomplish College-wide goals, implement policies and procedures, and develop and monitor an assigned budget. Incumbents perform management level work for their assigned departments or functions, only performing analysis or professional level work if necessary.

**Position-specific job summary**

The Associate Vice President of Facilities and Institutional Services is a district-wide position and serves as a member of the administrative services team. Plans, directs and supervises the physical plant, facilities and construction services of the college.

**Typical Essential Duties for Positions in this Classification**

<b><u>These duties are a representative sample; position assignments may vary.</u></b>		<b><u>Potential Frequency</u></b>
1.	Directs staff which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions.	Daily 10%
2.	Develops and oversees multiple budgets and grants; allocates resources; reviews and approves justifications for budget items; directs the monitoring and control of expenditures.	Daily 10%
3.	Provides leadership in the design, implementation, and assessment of strategies, goals, policies, objectives, and activities over multiple departments, which includes developing, approving, planning, coordinating, administering, and evaluating programs, projects, processes, policies procedures, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and local laws, regulations, codes, and/or standards and grant regulations; and coordinating activities between multiple departments or functions.	Daily 40%
4.	Develops, oversees, and evaluates various programs and events; determines what programs to offer to meet strategic objectives by overseeing the content, marketing, and advertising publications.	Daily 30%
5.	Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the department at campus meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required

**Position-specific assignment within typical essential duties**

- Develops and administrates the capital outlay planning and budgeting capital outlay programs assuring compliance with state SREF and college requirements program;
- Develops and directs the preparations and approval of educational plant surveys, capital improvement programs, project priority list for the college along with other state required reports;
- Directs and supervises the college-wide Design and Construction program including project coordination, selection of professional services, and coordination of interior design services;
- Provide real estate and landlord services;
- Plans, coordinates and directs activities for all district-wide maintenance projects and preventative maintenance plans focusing on customer service and energy conservation;
- Acts as liaison with the office of Educational Facilities of the Department of Education;
- Directs the activities required to maintain accurate facility inventory and timely submission of required reports to the Department of Education;
- Plans and directs the college-wide energy management program;
- Serves as liaison between the college and local city county planning and engineering agencies with respect to the college's short and long-range planning programs;
- Develops, supervises and implements a college-wide plan for the maintenance and care of all facilities, grounds and utility system;
- Directs the operations of the motor pool, security, safety and environmental, risk management, inventory, moving and warehouse services, in-House construction and sustainability services.

**Educational Requirements\***

Bachelor's Degree in Architecture, Construction Management or in a related field to assigned area.

**Experience Requirements\***

Seven (7) years professional experience in higher education administration or related field, including a minimum of five years in post-secondary or higher education in the area of facilities management or design and construction services.

Experience with:

- Planning and leading construction projects, maintenance operations, fiscal operations and related-activities and experience with various construction delivery methods, i.e. construction management at risk, design build, term, unit pricing, hard bid, etc.
- Knowledge of applicable building codes and regulations, including but not limited to: State Requirements for Educational Facilities (SREF), Florida Building Code, Florida Statute, Americans with Disabilities Act, life safety standards;
- Preparation and analysis of requests for proposals (RFP), requests for qualifications (RFQ), invitations to negotiate (ITN), contracts, plans, and specifications relating to public procurement requirements for professional services, including ability to negotiate and manage contractual arrangements;
- Budgeting and construction/maintenance-related fiscal controls;
- Principles and practices of supervision and training of employees;
- Operation of a computer and software programs for word processing, spreadsheets, job costing, CAD, online collaboration, scheduling, estimating, and other applicable systems.

\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

**Licensing Requirements**

None.

**Knowledge, Skills, and Physical Requirements****Knowledge:**

- Leadership principles;
- Modern management practices relating to institutional planning and services;
- Construction practices and procedures;
- Program development and administration principles and practices at a College-wide level;
- Higher education administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Budgeting principles;
- Strategic planning principles;
- Policy and procedure development practices.

**Skills:**

- Providing leadership to lower level staff;
- Ability to implement facilities services programs and procedures;
- Ability to implement facilities services programs and procedures;
- Delegating and prioritizing work; Setting goals;
- Developing and implementing strategies;
- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning, coordinating, and implementing college-wide components and activities;
- Developing and administering budgets;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing academic and/or administrative projects, programs, and processes for areas of improvement;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Note**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Last Reviewed:** May 15, 2013