Title: Assistant Director, Facilities Management/Director, Auxiliary Services  

Pay Scale Group: 20

Essential Function

Under general supervision from a designated administrator, manage and direct Moving Services, Grounds Maintenance, Transportation Services, Branch Campuses, and Resident Services in the Department of Facilities Management.

Characteristic Duties

- Direct and administer business strategies and plans for Moving, Grounds, Transportation, Branch Campuses and Resident Services.

- Organize, coordinate and implement quality-based programs.

- Develop policies and procedures.

- Develop and implement new programs and services.

- Serve on University committees.

- Recommend major capital equipment acquisitions.

- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor's degree with seven (7) years experience; -OR- Associate's degree with nine (9) years experience; -OR- eleven (11) years experience. Degree and experience must be in a related field and area. Experience may also require at least three (3) years supervision.