Title: Director College Facilities & Planning  

Pay Scale Group: 20-1

**Essential Function**

Under general supervision from a designated administrator, develop short- and long-range plans for the use and maintenance of the assigned college facilities.

**Characteristic Duties**

Directs the construction, renovation, use and maintenance of all facilities and responsible for day-to-day operations.

Provides design and space planning for projects; develops short and long term project goals and objectives for equipment, space utilization and remodeling.

Collaborates with senior management to establish department and project budgets; participates in the identification of funding sources, initiatives and strategies; monitors budgets, inspects completed work, and prepares oral and written reports, proposals and cost estimates and ensure that all programs and services comply with university policies and state/federal regulations.

Establishes relationships and serves as the principal liaison to various university offices such as the Architects Office, Facilities Management, Public Safety, Parking Services, Grounds and Moving, Housekeeping as well as external contractors, consultants, and vendors; collaborates with University Architects to establish needs and priorities regarding college facilities.

Responsible for recommending and prioritizing maintenance repairs related to housekeeping, heating and cooling, elevators, electrical work, plumbing, general carpentry, grounds and plant maintenance, equipment, security systems and annual fire safety drills.

Works with Asset Management and Space Management to maintain current records of assets and space within the college; represents the college during annual asset audit and space management audit.

Provide administrative leadership and supervision to managers, professionals and support staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs.

Serve on university, college and departmental committees and represent the department at various state and national associations

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor’s degree in a related field with five (5) years’ experience; -OR- Associate’s degree with seven (7) years’ experience; -OR- eleven (11) years’ experience. Experience must be related to areas of responsibilities and include progressively responsible administrative experience with at least three (3) years supervision.