



<b>Position Title:</b>	Associate Vice Provost - Facilities Planning	
<b>Reports To:</b>	Vice Provost	
<b>Department:</b>	Facilities Management	<b>Job Code:</b> 0400-00E
<b>Prepared By/Date:</b>	Jennifer C. Brito/01-08-2007	<b>Job Group:</b> PEC
<b>Approved By/Date:</b>	Curtis Reynolds/01-11-2006	<b>Salary Grade:</b> 19
<b>Revised:</b>	Jennifer C. Brito/06-08-2009	<b>FLSA Status:</b> Exempt

### **Summary:**

The Associate Vice Provost for Facilities Planning directs and coordinates all activities necessary to assure the proper planning for the College's capital improvement program. Maintains oversight of the related capital expenditure reporting in accordance with applicable regulatory agency and College requirements. This individual represents Facilities Management in facilities planning to the deans and senior administration of the College. The College annually has a multi-million dollar new construction program, as well as a multi-million dollar renovation and remodeling program.

### **Essential Duties and Responsibilities:**

- Initiates, develops, and maintains the College's capital improvement program, including related capital outlay needs justification and project educational specifications & cost estimates.
- Directs the planning & reporting of Facilities Management capital budgets & expenditures.
- Develops and maintains the College's educational plant survey, sites & facilities master plans and related facilities inventory.
- Directs and manages the Facilities Management project information database & related planning report systems.
- Supervises Facilities Management drafting & graphics functions.
- Directs the Business Affairs liaison to Facilities Management to produce reports related to Capital Outlay.
- Coordinates and acts as liaison to Facilities Management, the College leadership & State administrative areas on facilities planning issues.
- Responds to State requests from Department of Education and the Governor's office concerning issues related to Facilities Planning and Capital Outlay.
- Establishes departmental priorities, and determines resource allocations within the department's budget and approves department purchasing. (Annual fund 7 budget and approval = approx \$50 million and Annual fund 1 budget and approval is approximately \$86 thousand)
- Functions as a member of the Facilities Management team that works together to integrate educational, fiscal, technological, and personnel planning to ensure achievement of the College's mission.
- Represents Facilities Management in the absence of the Vice Provost
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge of spreadsheets, data base programs, office automation and presentation software is essential.
- Strong interpersonal, verbal, presentation and written communication skills, organizational and financial management skills
- Ability to work on multiple projects simultaneously and work well under limited time constraints and within allotted budget

- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

**Physical Demands:**

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

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree in Business or Public Administration, Architecture, Engineering, Planning or related area from an accredited college or university and six (6) years of experience in management and administration in large organizations; or a Bachelor’s degree in Business or Public Administration, Architecture, Engineering, Planning or related area from an accredited college or university and ten (10) years of experience in management and administration in large organizations.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

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Date

\_\_\_\_\_  
Printed Name