



# HUMBOLDT STATE UNIVERSITY



## Associate Vice President of Facilities Management

Review: Open Until Filled

**(Job #17-107) Administrator IV, Associate Vice President of Facilities Management.** Salary is commensurate with qualifications and experience. This is a full-time, benefitted, 12-month pay plan, exempt position in the department of Facilities Management. This position is an Administrator IV in the California State University Management Personnel Plan (MPP). Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional information, including benefits package, can be found at: <http://www.calstate.edu/HRAdm/policies/mpp.shtml>

### Overview:

Reporting to the Vice President for Administration and Finance and in collaboration with colleagues across the campus, the incumbent is responsible for the administrative leadership, management and oversight for the University's Facilities Management department and Parking & Commuter Services program. The scope of responsibility and span of control includes University functions associated with planning, design, construction, maintenance and operation of University facilities and grounds and its supporting services as well as real estate management, energy management, sustainability, and parking and transportation services. The incumbent also provides comprehensive leadership to ensure campus capital planning efforts and resulting projects support the University's strategic plan and academic mission. The position leads all efforts associated with stewardship of campus physical resources and is instrumental in the development of policies and processes that inform planning, development and operation of the built environment. The position is also responsible for equitable resource procurement and personnel management.

### Compensation:

The salary is competitive and is negotiable depending on the strength of qualifications. This is a CSU Management Personnel Plan (MPP) position with an attractive benefits package which includes but is not limited to: a vacation accrual rate of 16 hours per month; 12+ paid holidays; excellent choice of medical, dental and vision insurance, long term disability coverage, life insurance; and retirement benefits.

### Position Summary:

Under the direct general direction of the Vice President for Administration and Finance, this position is responsible for a major segment of campus operations and provides direct supervision to Planning, Design & Construction; Facility Maintenance; Campus Services; Energy, Sustainability & Grounds; Customer & Business Services; and Parking & Commuter Services. The incumbent oversees an annual operating budget of nearly \$11 million, a current capital budget currently valued in excess of \$50 million and an overall organization of approximately 100 employees. Direct supervision is provided to five managers, a principle analyst and three full-time staff members associated with Parking & Commuter Services. In addition, the incumbent participates as a senior member of the leadership team for Administration and Finance and serves as a campus liaison for internal customers and the external community related to the area of assignment.

### Duties:

Administrative Leadership & Oversight of the Planning, Design & Construction Division within Facilities Management

- Must be able to articulate diversity and equity principles while overseeing development and implementation of the Capital Outlay Plan (Minor & Major) and other physical campus planning activities required to support the University's strategic plan and academic mission.
- Provides administrative leadership and oversight for the planning and design process associated with construction projects including all functions required to deliver projects on schedule, within budget, and in accordance with regulatory and permit authority requirements.
- Oversees and provides administrative leadership related to the management of physical space data including tracking current use to ensure compliance with California State University standards and production of utilization reports to support recommendations associated with space addition, renovation, re-classification, re-assignment or re-use.
- Directly manages land acquisition and development efforts including functions required to successfully procure assets and properly record and document such. Oversees and provides administrative leadership for the management of University's land use records in coordination with the Chancellor's Office.
- Administers the University Physical Master Plan in accordance with California State University requirements. Oversees the successful submission of required minor master plan revisions and annual Physical Master Plan reports to the Chancellor's Office. Directly leads efforts associated with major updates to the Plan in collaborative manner with colleagues across the campus and within Facilities Management.
- Oversees and provides administrative leadership related to the successful implementation of the University's approved Capital Outlay Management Plan. Oversees submission of updates to the Chancellor's Office as required.
- Provides administrative oversight and leadership for maintenance of facility data, campus mapping systems, utility infrastructure maps, building floor plans, site plan maps, design guidelines and product standards.

(Continued on reverse)

- Ensures successful annual submission of reports and maps to the Chancellor's Office.
- Acts as the University's Construction Administrator for all major and minor capital projects. Oversees development of regulations, standards and protocols associated with the delivery of construction projects for the campus and its auxiliaries and self-support programs. Provides administrative leadership and oversight for the management of construction projects to ensure such is conducted in a manner consistent with California State University standards and codes/regulations associated with public works.
- Provides leadership and staff support for all efforts associated with University committees (i.e., University Space & Facilities Committee, etc.).
- Represents the University with regard to capital projects and land acquisition with the California State University, state, local and other regulatory agencies having jurisdiction. Lobbies for and negotiates capital financing provided by the Chancellor's Office.

#### Administrative Leadership & Oversight of the Facilities Maintenance Division within Facilities Management

- Provides administrative leadership and guidance required to ensure maintenance services are successfully delivered to the campus.
- Oversees management of the University's physical assets ensuring such are maintained in a manner compliant with adopted level of care standards and ensuring periodic maintenance plans are implemented.
- Provides administrative leadership and oversight associated with the development and maintenance of University systems associated with facility condition audits, deferred maintenance levels, and capital renewal needs.
- Authorizes all major service contracts related to maintenance of University facilities and all large-scale maintenance and repair projects including the prioritization of such.
- Oversees evaluation of Division services with respect to industry best practices and selected key performance indicators; Provides administrative leadership required to adjust services as necessary to best meet the needs and demands of the campus.
- Represents the University with regard to Division services with the California State University, state, local and other regulatory agencies having jurisdiction.
- Provides leadership, oversight and guidance on all issues associated with collective bargaining and contracting out.

#### Administrative Leadership & Oversight of Campus Services Divisions within Facilities Management

- Provides administrative leadership and guidance required to ensure custodial, distribution, and mail services are successfully delivered to the campus.
- Oversees management of custodial services to ensure such are delivered in a manner compliant with adopted level of care standards.
- Oversees management of distribution, shipping, receiving and mail services to ensure such are delivered in a manner compliant with the adopted level of service standards for the campus.
- Authorizes all major service or vendor contracts related to the provision of custodial, distribution, shipping, receiving and mail services.
- Oversees evaluation of Division services with respect to industry best practices and selected key performance indicators. Provides administrative leadership required to adjust services as necessary to best meet the needs and demands of the campus.
- Represents the University with regard to Division services within the California State University, state, local and other agencies having jurisdiction.

(Continued on reverse)



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.



#### Administrative Leadership & Oversight of Energy, Sustainability & Grounds Division within Facilities Management

- Provides administrative leadership, guidance and oversight in the development of energy efficiency programs, services and projects to steer the University toward successful accomplishment of climate action plan strategies.
- Provides administrative leadership, oversight and guidance required to ensure sustainability related programs and services are focused in a manner allowing the University to accomplish its greenhouse gas emission reductions and carbon neutrality goals as stated in the Strategic Plan and Climate Action Plan for the short-, mid- and long-term.
- Provides administrative leadership, oversight and guidance as required to ensure grounds management services are successfully delivered to the campus based on adopted level of care standards.
- Provides administrative leadership in the development of regulations, standards, procedures and programs associated with operationalizing sustainability into all facets of the University's operations and services.
- Oversees and provides administrative leadership and guidance related to the development and updating of the University's Climate Action Plan and other sustainability related plans.
- Provides administrative oversight of the Humboldt Energy Independence Fund (HEIF) and Green Campus organizations.
- Oversees evaluation of Division services with respect to industry best practices and selected key performance indicators; provides administrative leadership required to adjust services as necessary to best meet the needs and demands of the campus.

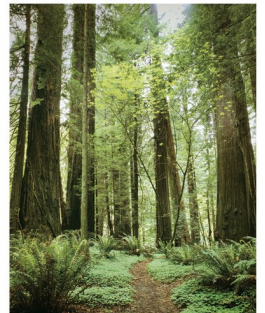
#### Management, Supervision, & Oversight of Customer & Business Services Division with Facilities Management

- Oversees management of all Facilities Management fiscal resources including those associated with Capital Projects; works collaboratively with others to develop operational and project budgets and oversees management of such toward successful outcomes.
- Leads the development of and oversees implementation of the Facilities Management work plan including goals, outcomes and objectives as related to the University's strategic plan.
- Provides administrative leadership and guidance for the development and implementation of regulations, standards and procedures to guide Facilities Management business and service operations.
- Oversees evaluation of Facilities Management customer and business services functions with respect to industry best practices and selected key performance indicators; provides administrative leadership required to adjust services as necessary to best meet the needs and demands of the campus.
- Ensures Facilities Management-related enterprise systems (i.e., AIM, FacilitiesLink, etc.) are managed properly so as to ensure the efficient delivery of services in an accountable and transparent manner.
- Provides administrative leadership and oversight in the management of the campus fleet including development of operating standards and procedures as required to manage resources efficiently and effectively while ensuring appropriate levels are maintained to serve the campus.

#### Administrative Leadership, Supervision, Management & Oversight of the Parking & Commuter Services Program

- Develops, through collaborative efforts with the campus and executive leadership, and updates the Business Plan & Five Year Financial Plan.
- Oversees management of all Parking & Commuter Services fiscal resources.
- Oversees development and implementation of regulations, standards and procedures to guide Parking & Commuter Services.
- Directly supervises all staff assigned to Parking & Commuter Services.
- Oversees management of University parking data; provides administrative leadership associated with the development of data sources to track key performance indicators.

(Continued on reverse)



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

- Evaluates services with respect to industry best practices and selected key performance indicators and adjusts services as necessary to best meet the needs and demands of the campus including those associated with sustainability.
- Directly leads all efforts associated with University committees (i.e., Parking & Transportation Committee, etc.).
- Ensures timely submission of reports to the Chancellor's Office and other regulatory agencies.
- Represents the University with regard to parking and transportation services with the California State University, state, local and other regulatory agencies having jurisdiction.

#### Other Duties as Assigned

#### Minimum Qualifications:

- Bachelor's degree in planning, architecture, engineering, business management or related field.
- Minimum of seven years of progressively responsible professional and administrative experience involving facilities development, planning, construction, space management, physical operations and maintenance programs.
- Proven skills in leadership, organizational and change management and team building. Demonstrated leadership abilities to manage diversity and uphold equity principles. Additionally, demonstrated a record of success in the area of program development, planning, implementation, and project management.
- Advanced knowledge of the methods, practices and procedures of facilities planning, construction and design; capital outlay and funding policies and practices as related to educational or public institutions; and fiscal management and budgetary preparation and control techniques. Knowledge of physical planning and space utilization standards and guidelines as pertaining to a University campus.
- Proven track record managing large and complex projects (over \$40 million) successfully, on budget and on schedule.
- Advanced analytical and planning skills including experience managing and overseeing complex budgets and developing and implementing initiatives, projects and services.
- Knowledge of federal, state and local laws and regulations related to the area of assignment.

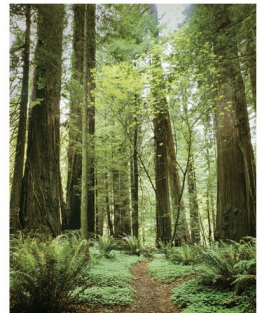
#### Preferred Qualifications:

- Possession of an advanced degree in a related field is desirable.
- Licensed engineer or architect in the State of California.
- Familiarity with CSU contract law and bidding policies, including the various project delivery methods used on CSU campuses; e.g., Design-Build, CM at-Risk, Job Order Contracting (JOC), Task Order Construction Agreements (TOCA), and Task Order Service Agreements (TOSA), etc.
- Demonstrated leadership and management skills in an institutional environment utilizing a customer-oriented and service-centered approach.

#### Knowledge, Abilities & Skills:

- Demonstrated knowledge and experience in the administration and management of a comprehensive facilities organization including principles associated with planning, construction, space management, physical operations and maintenance, energy management and sustainability.
- Thorough knowledge of and ability to apply extensive expertise to a complex organization including its operating and administrative functions to include command of applicable policies, procedures, guidelines and regulatory requirements as well as key performance indicators and best practices in the field of institutional facilities management.
- Demonstrated commitment to embracing sustainable principles including leadership of efforts associated with operationalizing the economic, societal and environmental concepts of such into all aspects of services.

(Continued on reverse)



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.



- Experience building and sustaining a high performance service-oriented organization including the concepts of strategic planning and achievement of operational goals and objectives in support of such.
- Strong technical and systems expertise including the ability to manage the design, construction and operational processes including management of architects, engineers, consultants, vendors and contractors. Demonstrated success utilizing technology to deliver dynamic and responsive construction and operational services in an efficient and collaborative manner.
- Strong leadership skills with demonstrated competencies in making complex decisions; successfully developing and implementing short and long-term objectives; aligning resources with strategy; and delegating effectively.
- Highly developed organizational management skills to develop and manage effective work processes, recognize and accommodate changing priorities, and make independent decisions and exercise sound judgment while successfully prioritizing and managing multiple tasks concurrently.
- Strong analytical skills and the ability to think systematically to determine appropriate programs, policies and procedures, planning benchmarking activity, and tracking organizational performance including successful budget performance and financial management.
- Demonstrated track record of hiring, managing, and mentoring staff members with experience holding people accountable, managing change, and resolving conflicts while being a fair, firm and compassionate leader who confronts and makes difficult decisions while vigorously promoting equity and inclusion.
- Ability to understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop strategic solutions.
- Demonstrated ability to effectively interpret, organize and present information, ideas and concepts in written or presentation format and use consultative, collaborative and facilitation skills to obtain decisions required to move forward toward implementation.
- Ability to collaboratively work with representatives within the campus and public/private entities and handle potentially sensitive situations appropriately, to include demonstrated consultative skills in working with internal and external constituent group as well as the ability to establish and maintain effective working relationships within and outside the Department and Unit, and to serve as a liaison to the campus, the community and regulatory agencies.
- Ability to communicate effectively and work harmoniously with a wide variety of individuals and organizations directly and indirectly involved with projects and/or assignments. Work involves contacts with a variety of individuals requiring active problem solving and effective interpersonal skills.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere while establishing effective working relationships within a diverse population and with those from various cultural backgrounds through an equity lens.
- Ability to recognize and accommodate changing priorities; meet short and long term deadlines/goals; and complete routine tasks despite intermittent interruptions. This includes managing multiple tasks and working proactively to avoid crisis and backlog.
- Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.
- Ability to observe safety requirements and safe work practices and methods as required including the use of personal protective equipment and fall protection gear.
- Ability to read, interpret and formulate plans and specifications; prepare cost estimates; analyze architectural plans; monitor the work of architects, engineers and other project personnel.
- Ability to realize goals by working cooperatively with and through a diverse group of constituencies on all levels within the campus as well as the Chancellor's Office, State, county, city and other regulatory agencies.
- Well-developed interpersonal and written and verbal communication, writing, negotiation and presentation skills.

(Continued on reverse)



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

**Application Procedure:** Qualified candidates should submit electronically the following materials through Interfolio:

[apply.interfolio.com/46687](https://apply.interfolio.com/46687)

- Letter of Interest;
- Resume or Curriculum Vitae;
- Contact information for at least three professional references

If assistance is needed, the Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station available and our front office team would be happy to assist you.

**Application Deadline:** This position is open until filled. The first review of applications will be Monday, November 27, 2017.

*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.*

Class Code: 3300

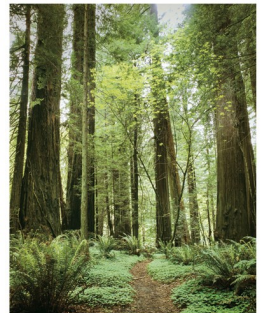
*Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.*

Publication Date: October 27, 2017

*Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).*

*Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.*

*The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.