



## Georgia College & State University: Assistant Vice President for Facilities Position

Title	Assistant Vice President for Facilities
Type of Opening	Position Vacancy
Department	Plant Operations
Job Summary/Basic Function	<p>GCSU is seeking an individual who will bring experience, vision and energy to the position of Assistant Vice President for Facilities. Reporting to the Vice President for Business and Finance, this AVP will be a strong entrepreneurial and collaborative leader who will lead and embrace change and initiate creative solutions to the needs of a diverse group of students, employees and external constituents.</p> <p>Provides overall leadership and coordination to the university's Physical Plant and Facilities Planning ensuring optimal integration, synergy, and cost-efficiency in the development and implementation of operating plans, systems, and procedures.</p> <p>Other functions include:  Recommend and participate in the development of the University policies and procedures; may serve on the University planning and policy-making committees. Establish and implement short and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.</p> <p>Represent the university at external and internal meetings, on committees, and other professional organizations.</p> <p>Assist with the planning, and oversee the preparation of the annual Major Repair and Renovation (MRR) funding request, and the annual Capital-Funding request.</p> <p>Serve as a point of contact with the Board of Regents staff for all Capital and MRR funded projects.</p> <p>Prepare annual department budget request. Responsible for the control of expenditure of funds allotted to protect against over expenditures and assure maximum utilization of funds.</p>

	<p>Plan and direct facilities and support services for all major university sanctioned public occasions, (e.g. graduation, convocation, honors day, alumni weekend and visitation by dignitaries).</p> <p>Design, establish, and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives; oversees recruitment, training, supervision, and evaluation of unit staff.</p> <p>Occasionally fill in for the Vice President of Business and Finance during his absence.</p> <p>Perform other duties and special projects assigned by the Vice President of Business and Finance.</p>
<p>Knowledge/Skills and Abilities</p>	<p>Ability to consult with people from various backgrounds throughout many levels of the university.</p> <p>Demonstrated knowledge and understanding of the facilities and physical plant requirements of a diverse public institution.</p> <p>Ability to direct and converse technically with engineers and architects regarding campus utility infrastructure and maintenance, operation, design and construction of various building types.</p> <p>Evidence of a strong understanding of acceptable professional standards from organizations such as APPA or AIA to ensure that best practices are in place.</p> <p>Ability to quickly familiarize with requirements of public/private ventures and the unique characteristics of a historic campus public.</p> <p>Ability to recommend and implement state of the art facility related information technology systems and related procedures.</p> <p>Commitment to diversity and continuous improvement of customer service using techniques including surveys, periodic interviews with key stakeholders, and using metrics to document results.</p> <p>Ability to make administrative/procedural decisions and judgments.</p> <p>Ability to communicate effectively and efficiently, both orally and in writing.</p> <p>Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.</p> <p>Ability to establish and implement cohesive and synergistic business strategies on an institution-wide basis.</p> <p>Advanced leadership skills and the ability to effectively coordinate multiple institutional programs and initiatives.</p>

	<p>Skill in business and financial planning and management.</p> <p>Employee development and performance management skills.</p> <p>Organizational planning, structuring, and staffing skills.</p>
<p>Minimum Qualifications</p>	<p>Bachelor's degree in engineering, architecture, construction management or business management required.</p> <p>Five to ten years of progressive work experience and/or training at the Directors level or equivalent.</p> <p>Experience supervising and training staff.</p> <p>Experience in organizing, prioritizing, and scheduling work assignments.</p> <p>Experience with employee development and performance management program.</p> <p>Experience in budget preparation and fiscal management.</p> <p>Experience in the planning and construction of new buildings, as well as major renovation and repair projects.</p>
<p>Preferred Qualifications</p>	<p>Master's degree in engineering, architecture, construction management or business management preferred.</p>
<p>Conditions of Employment</p>	<p>Please be advised that should you be recommended for a position, University System of Georgia Board of Regents policy requires the completion of a background check as a prior condition of employment.</p>
<p>Georgia College &amp; State University</p>	<p>GCSU is an Equal Opportunity, Affirmative-Action Institution committed to cultural, racial, and multi-ethnic communities and compliance with the Americans with Disabilities Act. It is expected that successful candidates share in this commitment. Persons who need reasonable accommodations under the Americans with Disabilities Act to participate in the application process should contact the Office of Human Resources at 478-445-5596.</p>