



Associate Vice President, Facilities Services

Georgia Southern University seeks nominations and applicants for the Associate Vice President of Facilities Services. Under the direction of the Vice President, the Associate Vice President provides strategic leadership and direction in planning, implementing, and evaluating the Facilities Services Division, which includes Facilities Operations, Business Operations, Environmental Health and Safety, and Facilities Planning, Design and Construction. The Associate Vice President manages a budget of \$27.9 million and leads a talented team of 364 individuals. *Nominations should be submitted to Demetrius C. Bynes, Director of Employment Services at employ@georgiasouthern.edu.*

Essential Functions:

- Oversees facilities management for the main campus, Herty Advanced Materials Development Center, and the Coastal Georgia Center.
- Provides leadership and direction for the operational management, strategic planning, internal procedures and controls, and supervision of staff.
- Establishes budget guidelines and prepares annual operating budget; implements and allocates resources following budget approval.
- Consults and coordinates with University officials on matters of policy, interdivisional interaction, and capital improvement.
- Establishes goals and objectives for the Division that are supportive of the President, Vice Presidents, Deans, Directors, and Department Chairs to ensure support of the University's mission.
- Organizes and manages the Division through proper planning and policy formulation to achieve maximum productivity and efficiency; advises the Vice President of all institutional policies and procedures related to the management of the physical resources of the University.
- Gathers information and prepares the Division's Annual Report for the Vice President for Business and Finance.
- Provides leadership in the development of the institution's lists of capital projects and major repair and renovation (MRR) priorities.
- Coordinates working relationships with city and county officials on a variety of facilities services issues.
- Ensures Division follows all federal, state, local laws, safety and other risk management policies in performance of work.

Georgia Southern University is a Tobacco Free Campus.

Minimum Requirements:

Master's Degree (*additional experience may substitute for some of the education*); six or more years of related work experience; demonstrated success leading large facilities operations; knowledgeable about effective facilities management policies and procedures; knowledge of local, state, and federal regulations; adept at policy and procedure development and implementation; demonstrated success leading large facilities operations; effective communication (verbal and written), organization and human relations skills; ability to work well in a diverse environment; proficiency with computer and Microsoft Office Applications software including word processing, spreadsheets, and databases; successful completion of background investigation prior to employment.

Salary Range:

Commensurate with experience

Application Deadline:

March 10, 2017

TO APPLY:

Please visit the Georgia Southern University employment website and complete the application process at <https://georgiasouthern.edu/jobs>. The application process must be completed by the deadline to be considered. For more information, call the 24-hour job line at (912) 478-0629. Georgia is an open records state. Individuals in need of reasonable accommodations under the ADA to participate in the search process should notify Human Resources: (912) 478-5468 or HR-TDD: (912) 478-0791. Georgia Southern University is an EEO/AA/ADA/Veteran employer