

POSITION DESCRIPTION

TITLE: Assistant Vice President of Facilities and Planning - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Reporting directly to the Vice President for Business and Finance / Chief Financial Officer (VPBF/CFO), the primary objective of this position is to provide campus leadership for the development, advancement, and operations of the College's physical facilities. Provides general management, supervision, and direction for the College's facilities management organization providing facilities planning, management of architectural and engineering services, construction management and facilities maintenance services to the College. In this capacity, the associate vice president of facilities and planning will interact with various College departments, vice presidents, senior administration, Trustees, State agencies, design professionals, contractors, and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

General

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Provides administrative support to the VPBF/CFO in their role as the responsible staff liaison to the College's Board of Trustees Committee on Technology, Buildings and Grounds.
- Provides direct oversight in developing all budget recommendations for annual operating budgets related to the department of capital design, planning, and construction and physical plant operations, facility renewal budgets (plant projects), and capital budgets. Ensures effective cost management of funds.
- Establishes departmental policies and procedures. Renders decisions on operational, budgetary and personnel matters within authority limits.
- Provides administrative support and oversight to the campus sustainability programs and the campus environmental health and safety program.

Position Description

Assistant Vice President of Facilities and Planning

Page 2

- Plans, coordinates, and directs major facility capital projects and all other construction projects on campus (other than maintenance or life cycle replacement projects) through planning and design, construction and occupancy. These duties include:
 - a. Development of budget and detailed estimates, proactively controlling costs throughout the project.
 - b. Supervision of the development of project objectives and scope.
 - c. Procurement and management of design professionals and contractors in accordance with College and state policies, to include preparing solicitations for hiring architects, engineers, and construction firms. Manages the selection and award process, coordinating with stakeholders, the Procurement Office, and supervisors.
 - d. Development of and oversight of project schedules; managing projects to achieve schedule objectives.
 - e. For smaller projects - prepares design and bid documents (plans and specifications) for in-house developed space revisions, building improvements and repair projects.
 - f. Maintains high standards of quality in the most cost-effective manner.
- Supports the development of the annual Plant Budget. Coordinates with the Vice President of Business and Finance/CFO, business office staff, and the Director of Physical Plant in project development, estimating, and priority setting.
- In collaboration with the Director of Physical Plant, and the Facility Master Plan, prepares and submits the College's annual state Capital Budget request, including preparation of the Capital Budget Information System (CBIS) materials, Construction Estimate Worksheets (CEWs), Cash Flows and other supporting documents. Acts as the College's primary liaison with the state Department of Budget and Management (DBM) capital analyst.
- Responsible for the timely submission to DBM of Part I and Part II programs for capital projects.
- Prepares items for submission to the Board of Public Works for approval as necessary.
- Responsible for maintaining and advancing the College's Facilities Master Plan. Advises the Vice President for Business and Finance/CFO on master planning and campus space planning and usage.
- Responsible for tracking and allocation of all space on campus. Maintains the College's space inventory system and coordinates space usage information the Registrar. Prepares and submits the annual State space usage and allocation report (SGAP) to Maryland Higher Education Commission with assistance from Institutional Research and Human Resources.
- Develops and maintains campus standard for architectural elements, finishes, interior and exterior signage/wayfinding, and furnishings. Support new furniture purchases by departments through application of standards and liaison with MCE for new orders.
- Analyzes short and long term space needs through coordination with campus stakeholders, and incorporates recommendations into the space management system. Coordinates and assists in moves and reconfiguration of occupancies.
- Prepares all aspects of the annual State Capital Budget request.
- Develops State Facility Programs as part of the Capital Budget Process.

Position Description
Assistant Vice President of Facilities and Planning
Page 3

- Supports the Board of Trustee Building and Grounds Committee.
- Oversees campus sustainability programs, including indirect supervision of the Sustainability Fellow.
- Supervises the campus Environmental Health and Safety Program.

Planning

- Provides leadership and direction for the preparation of capital and operating planning efforts. Works with various Vice Presidents, senior administrators, and College departments and units in linking planning efforts to capital and operating budgets and implementation plans.
- Provides leadership and direction for the preparation and periodic updating of a comprehensive master plan of physical facilities. Prepares specific Facility Programs through consultation with the campus community and seeks approval from appropriate State Agencies.
- Provides leadership and oversight for the preparation of sector studies of the campus with sufficient detail to address site use, scale and massing of buildings, pedestrian walkways, parking and service access, landscaping, and aesthetic considerations to provide guidance and context for specific project designs.
- Provides coordination of master planning and facility programming with State agencies.
- Coordinates campus master planning with Historic St. Mary's City (HSMC) including shared land-use plans to support the affiliation between the College and HSMC.

Capital Project Development

- Provides overall direction and supervision to the Director of Capital Design, Planning, and Construction (CDPC). Establishes allocations of resources, priorities, and coordinates long-range capital design and planning projections with master planning and budget planning processes.
- Provides oversight to the College's capital project implementation program ensuring that design, construction, equipping, and cost estimating follow best practices. Ensures budget and quality standards are met and projects are executed in a timely manner.
- Ensures projects are implemented consistent with College design guidelines and seeks design excellence with regard to the College's planning principles.
- Ensures projects are coordinated with College Vice Presidents, academic departments, and State agencies. Reviews project issues with various State agencies, senior administrators, and VPBF/CFO.
- Provides oversight for the selection of planners, architects, contractors, and other professionals providing services related to the implementation of the College's capital program.
- Develops and coordinates the College's annual capital budget submission to the State. Provides liaison with State agencies during the review and approval process. Supports College government relations activities related to capital projects.

Position Description
Assistant Vice President of Facilities and Planning
Page 4

Physical Plant and Grounds Operations

- Provides overall direction and supervision to the Director of the Physical Plant, including all grounds/landscape management, housekeeping, mechanical and general trades, and fleet management. Establishes allocations of resources and priorities for the physical plant and coordinates long-range maintenance projections with master planning and budget planning processes, with the VPBF/CFO.
- Ensures effective use of best practices including work order systems and quality control systems. Identifies initiatives for advancement of the physical plant to provide efficient, responsive services.

MINIMUM QUALIFICATIONS:

- Education: Must be a graduate from an accredited college or university with at least a bachelor's degree in engineering, architecture, or management. An advanced degree in engineering, architecture, or management is desirable.
- Experience: Should have at least ten (10) years of experience in facilities management, including at least six (6) years in a senior supervisory position of a facilities management organization, or a major component of one. Experience working in a higher education environment is a benefit.
- Thorough knowledge of facilities planning, design and construction; facilities maintenance management; personnel management; and financial management.
- Registered Architect or Licensed Professional Engineer in the State of Maryland or eligibility for same.
- Enhanced computer competency to include some or all: AutoCAD and/or REVIT drafting, space takeoffs, GIS and database maintenance, Photoshop and/or Illustrator image manipulation skills.
- Must have excellent administrative and supervisory skills.
- Must be experienced and skilled in written and oral communication.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.