Job Posting

Job Title: Associate Vice President for Facilities Management (Administrator IV)
Job ID: 104495
Location: Sonoma State University (Rohnert Park, CA)
Full/Part Time: Full-Time
Regular/Temporary: Regular

Department Name
Facilities Management

Salary and Benefits
The salary for this position will depend on qualifications and experience.

This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year.

A comprehensive benefits summary for this position is available online by clicking the View Benefits Summary link or by request from SSU Human Resources.

Application Deadline
First review of applications will be at 8 am on February 5, 2018. Applications received on or after the first review date may not be considered.

Conditions of Employment
This position is a member of the Management Personnel Plan and serves at the pleasure of the President.

Responsibilities
Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with the Seawolf Commitment, our values include respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Reporting to the Vice President of Administration and Finance, the AVP for Facilities Management provides management and guidance for Facilities Management, and supervises staff and student personnel. The incumbent is responsible for leadership in planning, design and construction; and ongoing campus operations and maintenance and ensures that annual operational objectives are established and achieved. Provides leadership in key strategic areas including sustainability in collaboration with colleagues across the campus. The incumbent is responsible for providing administrative leadership for ongoing campus operations, maintenance, sustainability and transportation management functions for the campus. The AVP in collaboration with the Chief Capital Planning Official will lead the university campus in development and growth of the physical facilities ensuring design integrity, code compliance and safety, establish and direct Facility Management’s long-range strategic goals and objectives. The AVP is also responsible for developing and implementing minor and most major capital outlay plans and projects, business and strategic plans, campus policy, standards, guidelines and procedures as related to the area of assignment and in alignment with the University’s mission, values and institutional priorities. In addition, the AVP participates as a member
of the leadership team of Administrative and Finance and serves as a campus liaison as related to the area of assignment. Assumes delegated authority in supervisor's absence as appropriate.

The AVP represents the campus in a variety of settings, interacts with the campus community including auxiliaries, and is a significant resource to the faculty. The AVP is frequently in contact with the general public, including professional organizations. The AVP shall provide leadership and vision for the university in all aspects of facilities management, and must assimilate information from, and with, a variety of areas including senior management, faculty, staff, students, auxiliaries, and system wide offices. The AVP conceptualizes campus growth and advocates for capital projects, making scheduling and funding recommendations. The AVP effectively integrates and coordinates the broad range of departmental activities to support long and short-term goals and university functions. The AVP also serves on a number of strategic campus committees and participates in the development of policy and procedures related to the ongoing operations of the campus. The AVP must develop and maintain close working relationships with CSU Office of the Chancellor as well as State agencies as appropriate. The AVP provides coordination, management, technical assistance and direction on campus construction projects and oversees management of construction projects to meet scope, schedule, and budget. Major duties of the position include, but are not limited to, the following in support of the functional units in Facilities:

1. Provides administrative leadership and management for the university's Facility Planning, Construction, Maintenance and Operations departments:
   - In collaboration with the Chief Capital Planning Official and in consultation with the campus, plans, develops and implements the university's capital project plans (minor & major) and other physical campus planning tools required to support the University's short and long term plans, goals and priorities;
   - Directs and oversees the planning and design process associated with most campus-approved projects; oversees and manages business functions required, through the point of permit, to deliver campus-approved projects on schedule and within budget; and provides oversight and management for most capital project budgets;
   - Manages university's land-use planning and related documents including CEQA compliance;
   - Manages the University's space management and utilization data;
   - Develops and manages the university's design guidelines, product standards and organizational structure;
   - Oversees development and maintenance of the university's campus mapping system, utility infrastructure mapping, building floor plans, site plans, master plan and other related data including their interface with the university space/facilities database;
   - Oversees management of the university's facilities data (i.e., plans, specifications, warranties, etc.) under an approved organizational structure;
   - Manages university facility property leases and agreements including issuance of reports, monitoring of funds, and recommendations for lease/agreement modifications;
   - Interfaces with the university community and others as required to develop and implement updated and revised guidelines, standards, policies and plans associated with planning & design functions;
   - Prepares annual and ongoing reports for the Chancellor's Office;
   - Manages and administers department budget including monitoring and controlling expenditures, as well as campus utility budget;
   - Develops annual work plan, goals and initiatives for implementation by departments; ensures work plan/goals and initiatives are in alignment with University mission, values and priorities;
   - Plans, organizes, directs and evaluates the performance of planning & design staff;
   - Represents the university with regard to planning and design issues with state, local and other regulatory agencies having jurisdiction.

2. Provides administrative leadership and oversight of the university's Office of Sustainability:
   - Reviews and approves annual work plan and goals for sustainability.
   - Supervisory oversight for the Office of Sustainability.
   - Ensures Office of Sustainability efforts are in alignment with university mission, values, and priorities.
   - Supports efforts to broaden overall campus sustainability programs, activities and initiatives.
The incumbent will perform other secondary duties as assigned.

Duties will primarily take place in an office setting located in the facilities management buildings, however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. Your specific start time is determined by your Appropriate Administrator. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position will require occasional travel, by automobile or airplane, and overnight stay to travel to training and meetings off campus.

Qualifications
This position requires a minimum of five (5) years of experience in the management and administration of programs and services as related to the duties as assigned, three (3) of which should be years of progressively responsible and applicable management and/or supervisory experience at a senior management level. Demonstrated knowledge of the California Building Code and the Americans with Disabilities Act with regard to project design required. Bachelor's degree in Architecture, Engineering, Business Administration or related field required, or an equivalent combination of education and experience to provide the required knowledge, skills and abilities to perform the duties of the position. Higher education experience highly preferred. Also required experience with demonstrated knowledge of physical planning and space utilization standards, processes, procedures and terminology, as well as experience in facilities project planning and analysis and in project management, advanced analytical and planning skills including experience managing budgets and developing and implementing policy, knowledge of physical planning and space utilization standards and guidelines as pertaining to a University campus, knowledge of federal, state and local laws, regulations and building codes as well as construction and maintenance practices. California State University experience preferred. Intermediate proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel) required. Knowledge of maintenance management systems, space analysis systems, project planning systems, and PeopleSoft preferred.

The incumbent must demonstrate integrity and sound judgment in performing duties; possess the ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed; deal with stressful situations while maintaining composure; and contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary. Must have strong organizational skills and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to operationalize sustainability concepts (economy, society, and environment) into all aspects of performing job duties.

The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

Qualification Note
Evidence of degree(s) or certificate(s) and/or license(s) required at time of hire.

Application Process
Click the “Apply Now” to apply to this position. Materials submitted with your application will not be returned. The ADA Coordinator is available, at 707/664-2664, to assist individuals with disabilities in need of accommodation during the hiring process.
Qualified candidates must submit the following to be considered:

1. Cover Letter and Resume - Please submit a cover letter specifically addressing your experience with (a) engineering, (b) trades management, and/or (c) construction management, with a focus on leadership related to a comprehensive facilities operations to include a physical plant in an educational campus setting.

   Please note that the application system only allows one document to be uploaded, so cover letter and resume must be included in the same MS Word or PDF file (file name should not contain any spaces or special characters).

2. Online Employment Application (complete entire application, resume/cover letter will not substitute for any part of the application)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for this position.

**Other Information**

Equal Employment Opportunity: The University is an 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, or protected veteran status.

Mandated Reporting: This position may be 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.

**About Sonoma State University**

Sonoma State University, located 48 miles north of San Francisco, is one of the 23 campuses of the California State University. Sonoma State University is a liberal arts institution with an enrollment of approximately 10,000 students and 530 full-time and part-time faculty. Our beautiful campus is located in Rohnert Park, at the foot of the Sonoma hills in the Wine Country.

Sonoma State University is proud to be a smoke-free campus, where smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited.

Sonoma State University's Jeanne Clery Act Annual Security Report is available at [www.sonoma.edu/ps/about/jeanneclery.html](http://www.sonoma.edu/ps/about/jeanneclery.html); Annual Campus Housing Fire Safety Report is available at [www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html](http://www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html).

**Contact Information**

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