

# Job Description

Position Title: Assistant Vice Chancellor for Facilities

Job Family: Executive Administration

Job Type: Deputy Administrator

FLSA Status: Exempt

Salary Grade: 11

## Position Summary:

The Assistant Vice Chancellor (AVC) for Facilities serves as the Chief Facilities Officer for the College and sets the overall direction for the department in accordance with the District's strategic plans, goals, and objectives. This position is responsible for directing, administering, reviewing, and evaluating Districtwide facilities programs and services, including facilities planning, construction and maintenance, energy management, property management, architectural services, custodial and grounds maintenance, and general support services such as mail services, receiving, and warehouse.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs, administers, and supervises the planning, organization, and coordination of an assigned group of district wide facilities-related programs and services
2. Assures the timely preparation, maintenance, and distribution of reports and records as required by Federal, State, Local, and District laws, regulations, and policies
3. Organizes and meets with staff to plan, develop, and implement effective programs/support services in assigned areas of responsibilities
4. Reviews and evaluates effectiveness of assigned personnel, programs, and services; assures the development and implementation of corrective actions, improvements, or additional programs and services as necessary
5. Attends and/or chairs Districtwide counsels, committees, task forces, and meetings, as requested; represents the District at Local, State, or National meetings
6. Assures the development of the annual budget for assigned programs and services; monitors and controls expenditures of funds; negotiates contracts for the lease of District facilities
7. Reviews and recommends space and facilities optimization that could benefit the District and its constituents
8. Identifies and assesses current and future organizational development needs through process analysis and collaboration with senior management to meet College objectives
9. Direct and supervise the collection and review of data and the preparation of a variety of reports, statements, and communications as requested
10. Develop appropriate metrics and tracking mechanisms to measure overall department effectiveness and individual programs
11. Collaborates with other departments as necessary in order to meet college objectives and goals
12. Performs all other duties and responsibilities as assigned or directed by the supervisor

## Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of administrative procedures and practices.
3. Skill in people leadership and supervision.
4. Skill in effective communication (both written and oral).
5. Skill in independent decision making.
6. Skill in positive productive, and flexible customer service.
7. Skill in budget/resource management.
8. Ability to develop and maintain effective and positive working relationships.
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.

## Supervision:

- Executive Level Leadership. Supervises work of other managers, including planning and reviewing work.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field such as Business, Public Administration, Engineering, Architecture or similar required.
- Master's degree in a related field preferred.
- Ten (10) years of related experience required.
- Six plus (6+) years of related experience with supervisory experience preferred.
- Green & LEED certification preferred.
- Real estate and property management experience preferred.
- Occupational and Environmental Health & Safety training preferred.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required
- Valid Arizona driver's license