

**Family: Facilities and Operations**

**Level: EX3**

**Position Profile Title: Executive 3-Cap Plan & Fac Ops**

Salary Grade	Minimum	Midpoint	Maximum
11	\$153,324	\$214,632	\$275,928

**PROFILE SUMMARY:**

Positions in this job profile are responsible for providing strategic leadership for university wide capital planning, development and facility operations with broad impact across the university. Responsibilities include budget and resource allocation and management. They develop, implement, and evaluate philosophy, short and long-range goals and objectives. Employees provide the overall guidance and direction to support the development, implementation and enforcement of plans, policies, procedures, systems, programs and performance standards. They establish and direct the execution of strategic plans.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristic of the Executive 3-Cap Plan & Fac Ops profile is the strategic leadership for multiple departments and functional areas within the Finance and Administration Division for the university, including human resources, facilities and operations and public safety.

**PRIMARY POSITION RESPONSIBILITIES:**

1. Provides strategic leadership, vision, and oversight for capital planning, facilities planning and operations.
2. Serves as the university's chief facilities officer responsible for the maintenance, operations, renovations and/or construction of all university's facilities assets and grounds; develops and implements appropriate systems for the administration of capital projects; develops and implements the biennial reserve maintenance capital outlay planning and budget process.
3. Provides oversight for the development and implementation of the campus master plan, as well as leadership for land planning/landscape architecture, space programming and analysis, integrated sustainable planning and real estate management.
4. Monitors performance outcomes regularly through reports and other metrics to ensure maximum quality and efficiency is achieved in planning, contracting, and construction. Implements and executes plans, policies, ensuring alignment with legal and statutory requirements and ensuring compliance with state and federal laws and regulations, collective bargaining agreements, and University policies.
5. Develops, promotes, and maintains relationships with internal and external stakeholders to promote, develop, and enhance the programs and services of the departments and the mission of the university.
6. Provides leadership, supervision, and direction for assigned staff. Hire and train employees; plan, assign and review work, establish goals for each position and assess performance through completion of written evaluations; act on disciplinary issues, up to and including dismissal; address grievances, developing a framework for corrective actions as necessary.

**PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; makes decisions on the overall strategy and direction of the division/entire organization.

Decisions impact:

- Entire University
- Functions across the University
- Department

**Family: Facilities and Operations**

**Level: EX3**

**Position Profile Title: Executive 3-Cap Plan & Fac Ops**

Salary Grade	Minimum	Midpoint	Maximum
11	\$153,324	\$214,632	\$275,928

- Direct team
- Donors and Alumni
- Student/Parents
- Other External Agencies and Institutions

**ACCOUNTABILITY:**

Results are defined by division and university strategy, mission, and vision; incumbent 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. Reports directly to the Vice President of Finance and Administration.

Supervises work of leadership positions and professional faculty, including planning and reviewing work.

Develops and approves multiple budgets and exceptions to budgets for multiple units.

**RELATIONSHIPS WITH OTHERS:**

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

**TYPICAL REQUIREMENTS:**

Bachelor's degree in Planning, Architecture or Engineering, or related field.

10 years of progressive management experience.

**DISCLAIMER:**

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.