CSUB JOB ANNOUNCEMENT

Position Title: ASSISTANT DIRECTOR OF OPERATIONS (Administrator I)

Recruitment #: #1975

Full/Part-Time: Full-Time

Employment Type: MPP – this administrative position is part of the California State University Management Personnel Plan. No tenure or permanent status can be achieved within the MPP.

Bargaining Unit: M80

Salary: The salary is competitive, depending upon qualifications and experience of the successful candidate. This 12-month administrative position is part of the California State University Management Plan and includes an excellent benefits program.

Department: Student Housing & Residential Life

Available: Immediately

Special Conditions: Background/ Fingerprint & Credit Clearance

Sensitive Position: Yes

Posted: January 8, 2016

Closing Date: For priority consideration, application materials must be received by February 5, 2016 however, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS

This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Member of the Housing Staff that is responsible to develop and execute departmental budget, policies, strategic, operational, and administrative directions for Housing Services. Under the general direction of the Director of Housing and Residence Life provides budgetary, personnel authority, and responsibility for formulating and administering policies and programs for Housing facilities planning and the maintenance program for the Housing Services department. Plans, schedules, and coordinates renovation/construction projects for residence housing units, Housing common and office complexes and several acres of ground. Daily oversight of one maintenance mechanic and direct supervision of eight custodians. The responsibility includes customer service, service contract management, supervision of staff, budget development and oversight, safety, and energy conservation programs. Coordinates the emergency call-back system to provide 24/7 facilities services, including weekends and holidays. Formulates disaster

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preparedness policy and emergency response procedures with Assistant Director for Residence Life. Works closely with a diverse population of students, staff, and managers supporting the Housing Services program.

DUTIES:

OPERATIONS
- Develops and implements annual budget for maintenance, repair and equipment for the Housing Facilities & Grounds operation (approximately $1.2 million) to the Housing Leadership Team. Adheres to appropriate level of funding. Works closely with Housing Services administrative staff in accounting and reconciliation of expenditures.
- Develops and controls project budgets. Facilitates and oversees purchasing of tools, materials, supplies, and equipment. Monitors inventory control.
- Manages maintenance and repair projects with Building Services Engineer, including service contracts, with Housing Services administration.
- Manages mechanical, electrical, and structural system repairs and maintenance.
- Develops service contracts including custodial, grounds, and trash removal. Develops scope of work and specifications for bid documents. Participates in bidding and evaluation processes with the University Purchasing office.
- Evaluates the use of resources to improve efficiencies. Defines the priorities of work and communicates this information to all staff involved. Schedules, assigns, and monitors and makes periodic inspections of work completed.
- Oversees work progress and completion using a computerized maintenance management system. Ensures successful completion of repair and preventative maintenance work orders.
- Identifies, develops, and supports sustainable and/or energy conservation operations and projects – routinely incorporating these goals into projects.
- Coordinates the emergency call-back system to provide 24/7 facilities services, including weekends and holidays.
- Provides oversight of year end damage assessment, charges, and necessary follow through with student appeals.
- Oversees the development of plans and specifications for repair and replacement of building systems and supporting infrastructure projects. Estimates and documents resources are needed to complete these projects.
- Assists in preparing regular reports detailing the status of all public works projects.
- Plans, implements, and updates procedures for line responsibility in disaster preparedness and building security/emergency procedures to include key control. Card access, maintenance and upgrades to fire alarm systems, evacuation, relocation, etc.

COMPLIANCE AND SAFE WORK PRACTICES
- Ensures proper compliance with Americans with Disabilities Act (ADA) codes and regulations. Works closely with Housing Services staff and students with special needs on matters affecting the physical residential environment.
- Ensures code compliance such as State Fire Marshal, Cal OSHA, National Electric Code, Uniform Building Code, California Title 24, Sacramento Metropolitan Air Quality Management District (SMAQMD), California Water Resources Board (CWRBC) or others as appropriate.
- Ensures appropriate safety training is provided to Housing Services staff.
- Ensures safe operating practices are followed.
- Responsible for hazardous materials management relating to work assignments.

REQUIRED QUALIFICATIONS:
- Bachelor’s Degree or equivalent in engineering, construction management, business, management, industrial technology, or related field (attach copy of college degree/transcripts to application), and
- Minimum of 3 years of progressively responsible facilities experience and a strong background in management and administration
- The overall combination of education and experience will be considered in evaluating all candidates.
- Experience with supervision and training of staff.
- Demonstrates the ability to perform a wide range of complex and technical assignments associated with a physical plant including knowledge of structural systems, HVAC systems and associated controls, plumbing, electrical, and electronic security systems, grounds, and custodial services.
- Demonstrates the ability to lead during change and to create collaborative and collegial working relationships.

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• Experience in the development of long range and preventative maintenance plans.
• Demonstrates the ability and desire to effectively work with a diverse student population, paraprofessional and professional staff, including active participation and collaboration with other University constituents.
• Strong computer skills and competent with a variety of software such as Microsoft Office, Excel, Access, and Outlook.
• Demonstrates effective verbal and written communication skills.
• Demonstrates ability to function effectively in a high energy work environment with constant demands from a variety of sources.
• Knowledge of collective bargaining procedures and contract performance.
• Knowledge of all Cal-OSHA, Injury-Illness Prevention Programs, National Electric Code, Uniform Billing Code.

PREFERRED QUALIFICATIONS:

• 3 to 5 years of progressively responsible experience in housing facilities and grounds.
• Knowledge of student housing in a higher education environment.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

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

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is 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.

DESIGNATED POSITION: This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.

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