<table>
<thead>
<tr>
<th>Position Title:</th>
<th>ASSOCIATE VICE PRESIDENT FOR FACILITIES MANAGEMENT (Administrator III)</th>
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</thead>
<tbody>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
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<tr>
<td>Employment Type:</td>
<td>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.</td>
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<td>Bargaining Unit:</td>
<td>M80</td>
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<tr>
<td>Salary:</td>
<td>The salary is competitive, depending upon qualifications and experience of the successful candidate. This administrative position is part of the California State University Management Plan and includes an excellent benefits program. Exempt</td>
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<td>Department:</td>
<td>Facilities Planning, Development and Operations</td>
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<tr>
<td>Available:</td>
<td>January 1, 2018</td>
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<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint &amp; Credit Check Clearance</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>November 16, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>For priority consideration, application materials must be received by December 8, 2017, however, the position will remain open until filled.</td>
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Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

**HOW TO APPLY:** CSUB has partnered with Another Source, an external recruitment firm, to assist in their hiring process. Please apply on the Another Source Careers Site to be considered.

**Associate Vice President for Facilities Management:**
Apply at: [https://app.jobvite.com/j?cj=ohGl6fw8&s=Employer_Website](https://app.jobvite.com/j?cj=ohGl6fw8&s=Employer_Website)

California State University, Bakersfield (CSUB) opened in 1970 as the 19th campus of the 23 campuses of the California State University (CSU) system. As the only public four-year institution within a 100-mile radius, CSUB is committed to being a comprehensive regional university and strives for academic excellence. Our four schools offer majors in 31 undergraduate degree programs, seven credential programs, and 17 graduate degree programs. CSUB serves more than 9,500 students at either the main campus in Bakersfield or CSUB Antelope Valley and counts approximately 47,000 alumni from its four schools, and serves a socially and ethnically diverse population. Under new campus leadership, CSUB is currently experiencing a vibrant period of strategic thinking, planned growth, and creative change. The city of Bakersfield has a population of 347,483 and has one of the lowest housing costs in the state. The city of Los Angeles, the Pacific Ocean, Mojave Desert, and Sierra Nevada mountains are all within a one to two-hour drive from either campus.
Position: Within the Business and Administrative Services Division, Facilities Management is responsible for creating and maintaining an environment that enables faculty and staff to fulfill the educational mission of California State University, Bakersfield through the continued planning, design and construction of new and renovated facilities, maintenance of existing campus facilities and grounds, by providing services in a reasonable and timely manner, and by maintaining a quality oriented organization geared toward the enhancement of the educational environment.

The Associate Vice President is the principal facilities administrator at CSUB’s Bakersfield and Antelope Valley Campuses. The incumbent, reporting to the Vice President for Business and Administrative Services, provides leadership to the institutional processes associated with the planning, funding, design, construction, operation and maintenance and leasing of an expanding portfolio of University facilities. The Associate Vice-President of Facilities Planning and Management is responsible for overall administration of the University’s property and land assets, facilities strategic planning, campus master plan, capital planning, facility design and construction, facility maintenance, capital construction project management and continuous improvement of its facilities. Responsibilities also include directing aspects of facilities operations including long-term planning, and fiscal management. The Associate Vice-President works cooperatively and collaboratively with other campus offices and departments, key campus administration, faculty and staff. The Associate Vice-President will act as the liaison for CSUB with local and state approval and permitting agencies as it relates to facilities. This position requires exceptional business acumen, leadership, organizational, and communications competencies.

DUTIES:

Leadership and supervision: This position provides leadership and supervision to approximately 65 management and represented employees in the following areas: Facility Administration, Maintenance and Operations, Utilities, Roads and Grounds, Custodial Services and Facilities Planning, Design, and Construction. The Administrative unit manages all Facility Management budget and finance, employee timekeeping and records. Operations is responsible for maintenance and repair of all buildings, mechanical systems, infrastructure, special repairs, renovation, deferred maintenance and the work order center. Oversight of the utility programs including energy management, and campus utility budget. Roads and Grounds is responsible for landscaping the main campus and maintenance of all campus lands (approximately 376 acres). The Facility Management Department also provides oversight for custodial services, and special event support. Planning, Design, and Construction is responsible for campus planning space needs including but not limited to issuance of Building Permits, preparation of Annual Capital Outlay Budget Program, major and minor master plan amendments, compliance with CEQA, management of capital outlay construction projects, and contract administration.

Manage compliance with internal and external regulatory agencies: This position interfaces with external agencies such as California State Fire Marshal, Southern San Joaquin Valley Air Pollution Control District, Kern County Agricultural Commission, California Division of State Architect to ensure that campus facilities are in compliance with applicable state and local regulations. The AVP also serves on a number of strategic campus committees and participates in the development of policy and procedures related to the on-going operations of CSU Bakersfield.

Oversight for key projects: This position provides oversight and direct management for selected, high-profile maintenance, repair and renovation jobs along with major capital outlay projects monitoring such jobs and projects to ensure agency compliance, cost control, schedule and quality control.

Assure quality improvement: This position develops and implements systems, procedures, processes and new approaches that continually promote, foster, and assure quality improvement and exhibit a clear customer service commitment to meet the needs of a diverse campus community.

Financial and resource management: The position is directly responsible for the management of all Facilities Management financial and material resources with an annual department budget in excess of $4 Million. Additionally, this position is responsible for a Capital Outlay Budget that averages $8 Million per year. Develops and controls department budget. Makes departmental commitments and approves certain projects and expenditures, and has responsibility to manage projects and personnel, and to handle situations not covered in existing policies and procedures. Initiates and approves requisitions for purchase of materials, supplies and contractor’s services.

Campus-wide capital and master planning: The Associate Vice President of Facilities Planning and Management is responsible for overall administration of the University’s property and land assets, facilities strategic planning,
campus master plan, capital planning and facility design and construction. The AVP serves as the primary conduit with the Chancellor’s Office (CO) for capital planning and budgeting, and must develop and maintain a strong partnership with all units and individuals within CPDC (Capital Planning, Design and Construction) at the CO. The AVP is frequently in contact with the general public and represents the campus in a variety of settings. The AVP has significant contact with the Chancellor’s Office staff and other campus representatives with respect to the development of capital planning and implementation of Chancellor’s Office policy and procedures. The AVP interacts with the campus community including auxiliaries and is a significant resource to the faculty.

REQUIRED QUALIFICATIONS: The incumbent in this position must possess the equivalent to a Bachelor’s degree in architecture, landscape architecture, urban planning, engineering, construction management, business management or a closely related field. Applicants must possess a minimum of ten (10) years of progressively responsible management experience involving the operation and maintenance of facilities and infrastructure.

- Incumbent must have a thorough knowledge of facilities planning, design and construction; facilities maintenance and building renewal management; sustainable building design and operations; utilities operation and management; human resources management, organizational development and training; and financial management. Incumbent must have demonstrated experience providing successful leadership in facilities management, budget management, staff supervision and the design and construction of renovation projects. Incumbent must have expert project management skills, including capital projects; thorough knowledge of maintenance operations, building systems and utilities operations. Incumbent must have knowledge of state and federal (e.g. Americans with Disabilities Act Amendment Act, “ADAAA”) laws relating to physical barriers removal along with a broad knowledge of principles of sustainability that may be applicable to campus operations, especially involving reduction of carbon emissions.

- Incumbent must have proven leadership skills with success in complex and distributed organizations. Incumbent must have the ability to establish metrics for department and employee goals that measure effectiveness of contributions to efficient operations of department. Incumbent must have excellent interpersonal, verbal and written communication skills. Incumbent must have the ability to interact with a diverse range of people, including the ability to build trust and consensus with university constituents including faculty, staff and students.

- Incumbent must have well developed analytical, organizational, supervisory, reasoning, problem solving, and conflict resolution skills along with effective communication skills to include excellent written and oral communication skills. Incumbent must possess high energy, be action-oriented, honest, have integrity, compassion for others and perseverance. Incumbent must have the ability to build and establish credibility with all; equally able to connect in the boiler room and the boardroom and have the ability to grasp the bigger picture and goals of the institution and to integrate the goals fully into the facilities operation. Incumbent must be a strategic thinker who creates clear communication channels, sets goals, improves efficiency and continuously improves client satisfaction. Incumbent must have a commitment to excellence and be part of an evolving, energetic, and forward-thinking campus environment.

- Regular and reliable attendance is required.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Ability to interpret, communicate and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

PREFERRED QUALIFICATIONS:

- An advanced degree in Architecture, Engineering, or Business Management is preferred. Previous experience in a University setting with multiple collective bargaining units is highly desirable.
- At least five (5) years of the required experience in an executive management position overseeing a facilities management organization or a major component of one.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

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 currently on the List of Conflict of Interest Designated Positions for CSU Bakersfield. This requires the filing of a statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every two years thereafter.

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.