Classification Description

Job Title: **Director, Facilities Planning and Space Management**

Pay Grade: **Administrator**

Job Code: **3824**

FLSA Status: **Exempt**

Job Purpose

This is professional, responsible work focusing on master/strategic planning related to College facilities, space planning and database/document management. The Director will collaborate with College leadership, department heads and staff on the conceptualization, prioritization and development of potential projects. This is a College Administrator on annual contract position.

General Responsibilities

Essential Functions

Master/Strategic Planning

Oversees the development and maintenance of the campus master plans. Works with College leadership to align strategic plans with needed campus facilities.

Responsible for the preparation of the College's annual and three-year capital plans.

Responsible for state reporting, including but not limited to the Educational Plant Survey, the Capital Improvement Plan (CIP), Deferred Maintenance and the Project Priority List (PPL).

Ensures project budgets include all required inputs (technology, furniture, security, etc.). Works with appropriate areas to develop accurate budget proposals.

Maintains working relationships with peers at other institutions and national organizations to promote information sharing and benchmark College costs against similar institutions and industry standards.

Database/Document Management

Responsible for managing the facilities database and systems that include the facilities inventory, and Computer-Aided Design and Drafting (CADD) files.

Works closely with other College database managers to coordinate and update the facilities database to best serve the College's objectives.

Responsible for managing CADD files and construction documentation pertaining to assigned projects.

Oversees the maintenance and upkeep of the Archibus application, ensuring information is up to date and monitored.

Advises the appropriate administrator on technical matters involved in the facilities database, state reports, technology systems, project coordination, and provides reference sources when needed.

Space Planning

Accountable for developing, maintaining, and implementing a strategic long-range space plan, as well as establishing a short-term space needs monitoring plan for College spaces.

Serves as budget administrator for budgets, as assigned, and committed to serving the College's best interests by identifying opportunities to enhance efficiency while maintaining effective facilities management practices.

Manages College-wide furniture inventory, including procurement, repairs, repurposing and disposal.

Ensures state guidelines are implemented correctly when classifying College spaces.

Creates room occupancy reports as needed.

Directs the development of room design, including furniture selections, color selections, space configuration, etc.

Prepares preliminary project budget estimates. Ensures budgets are based upon the most up to date construction costs.

Recommends and develops College guidelines related to space utilization. Interprets and implements space utilization policies developed at the state level.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job- related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in the field of Business Administration, Construction Management, Computer Science or related field.

Five (5) years of demonstrated successful and progressive full-time experience in computer technology, facilities planning, architectural systems and project coordination.

A thorough knowledge of information technology systems, CADD file and document management, architectural/engineering practices, and database maintenance.

An understanding of long-range facilities planning.

Demonstrated experience in managing and supervising staff, experience in selecting and hiring qualified staff and effectively training and guiding them; ability to manage team and individual performance.

An ability to establish and maintain cooperative relations with other staff members, architects, engineers, special consultants, contractors, College officials and the general public.

Ability to independently travel and perform duties at various sites on all campuses.

Demonstrated experience using a personal computer, office software such as MS Office (MS Word, MS Excel, MS Access) and electronic mail.

Demonstrated knowledge of Autodesk, AutoCAD, and Revit software.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.

- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 40 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: March 1, 2019. Revised: July 8, 2021, March 28, 2022(r), July 1, 2023, February 6, 2024, and May 21, 2025.