State College of Florida, Manatee-Sarasota
Job Description

Job Title: Associate Vice President, Facilities Planning & Governmental Relations

Reports to: Vice President of Business and Administrative Services
FLSA Status: Exempt
Level: 217
Position Class:

Job Summary:
The Associate Vice President, Facilities Planning & Governmental Relations is responsible for the planning, construction, remodeling, renovation, operation and maintenance, of all College facilities and provides college wide leadership and administrative responsibility for all state and federal legislative functions, to include planning, coordinating, preparing and implementing legislative advocacy on behalf of the College.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Provides leadership as the College liaison for governmental affairs with elected officials, the State legislature, congressional delegates and serves as an authorized representative for the College before these bodies.

2. Represents and advocates on behalf of the College in coordination with College leadership and the Division of State Colleges for initiatives which advance the College mission and goals.

3. Monitors other public and private funding sources for potential partnerships that enhance the educational and cultural programs of the College.

4. Provides recommendation for allocation and distribution of funding sources for educational facilities projects.
5. Informs College personnel on issues before the Legislature affecting the College.

6. Provides input for acquisition and disposition of all real property and executes District Board of Trustees activities in relation to this function.

7. Provides leadership and oversight in all areas of facility planning and operation. Develops, and makes recommendation for policies related to planning and operation.

8. Provides administrative oversight of all capital outlay, maintenance and operational budgets for facilities and for all expenditures related to design/construction projects, including maintenance and operational expenditures for facilities.

9. Supervises the selection, assignment and activities of external architects, engineers, planners, and consultants as required in planning, construction, remodeling, and renovation of physical facilities.

10. Prepares contracts related to joint-use projects, capital outlay projects or for architects, engineers, surveyors and contractors.

11. Supervises coordination with State Office of Educational Facilities for surveys, inspections, Capital Improvement Program and approval of educational specifications and facilities inventory.

12. Manages departmental compliance with State Requirements for Educational Facilities (SREF), Florida Building Code, Florida Fire Prevention Code and all other federal, state and local laws and regulations applicable to the development and construction of educational facilities.

13. Develops and administers budgets for facilities operations and maintenance for personnel, equipment, renovations and infrastructure.

14. Provides administrative direction and supervision of all College facilities services personnel and contracted facilities services personnel.

15. Performs other related duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Masters Degree and 5 or more years of experience in real property, lobbying or related field and 7 to 10 years of experience in facilities management.

- **Supervisory Experience:**
  Five years of direct, supervisory experience including responsibility for hiring, firing, performance management, training and coaching is required.
• Language Ability:
  Ability to read, analyze and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from college leadership, customers, regulatory agencies, or members of the community.

• Math Ability:
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

• Reasoning Ability:
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to define problems, collect data, establish facts, and draw conclusions.

• Computer Skills:
  Working knowledge of email, spreadsheets, word processing, Internet, Outlook, and the College database system.

• Certificates and Licenses:
  None.

Responsibility for People and Property:
Provides overall supervision to the facilities personnel.

Responsibility for Communication:

• Internal Contacts:
  This position has routine contact with all levels of SCF administration, faculty and staff.

• External Contacts:
  This position has contact with contacts such as contractors; vendors; design professionals; attorneys; local, state and federal legislators; business community; and local, state and federal agencies on a daily basis

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The noise level in the work environment is moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to talk or hear. The employee is frequently required to sit, use hands and fingers and reach with hands and arms. Occasionally required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl, and lift up to 10 pounds. Special vision requirements include close, distance, color, and peripheral vision,
depth perception, and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<th>Title</th>
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<td>Preparing Manager</td>
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