Job Title: Vice President of Campus Planning, Facilities Management and Operations

Job ID: 21321

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

Reporting directly to the President, the Vice President of Campus Planning, Facilities Management and Operations is the principal administrator responsible for the college's operation providing management and services for a 204-acre park-like campus - the largest collegiate site in NYC – encompassing fourteen neo-Georgian style buildings housing 300 classrooms, laboratories, instructional spaces, and study lounges as well as department, faculty and program offices. The duties of the Vice President of Campus Planning, Facilities Management and Operations include campus planning and facilities management, campus public safety, environmental health and safety operations, operational services, mailroom services, print shop services and event management. The Vice President provides critical leadership in the College's strategic planning process and administrative oversight for these major functional areas.

As a member of the President's executive team, the Vice President works collaboratively with other executives to serve students, faculty, and staff as well as the College's external constituents. The Vice President initiates, interprets, administers policies and procedures for Facilities Management, Campus Planning, Operations, Environmental Health and Safety, and other areas, and conducts analyses to improve the operational effectiveness of the College. The Vice President ensures that all College and University-level administrative policies are implemented.

The Vice President is committed to enhancing the quality of campus life and promoting a safe, secure and healthy environment for students, faculty, staff and visitors in overseeing the reduction of organizational risks and ensuring compliance with local, state, and federal health, safety and environmental laws and regulations through the Office of Environmental Health and Safety; and providing effective leadership to the Department of Public Safety which serves and protects the campus community 24 hours a day, 7 days a week while enforcing city and state laws; and further directs compliance with fire regulations and safety directives.

Partners with the College, University, and DASNY in matters related to the planning, programming, design, document production, cost estimation, bidding, and construction observation of capital projects and critical maintenance and renovation projects. Ensures that construction and renovation projects are completed in a timely manner and within the allocated budget.

Ensures that all appropriate procedures are codified, implemented, and enforced in the administration of institutional resources including capital projects, critical maintenance, risk management and insurance, operational services such as mail service/warehouse services, event management, regulatory compliance, and administrative processes.

In the spirit of environmental conservation, he/she exercises appropriate stewardship of physical resources by maintaining, managing, and operating buildings, grounds, infrastructure, and utilities with an emphasis on ensuring their productive use and enjoyment by present and future students, faculty, staff, visitors, and the local community.

The Vice President provides regular college operation reports to the President and members of the Cabinet. As required, he/she is responsible for implementing business process redesign to establish best practices and to enhance the facilities, campus planning, safety and operational services of the College.

QUALIFICATIONS

This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience.

Preferred qualifications include:
- Master's degree from an accredited university preferred.
- Five to ten years' experience at a managerial level position in facilities services or in higher education, (a minimum of eight years related experience required).
- Experience and knowledge in facilities planning, design and construction, facilities maintenance management, utilities operations and the supervision of these areas.
- Demonstrated evidence of ability in the management of a multi-facility complex.
- Experience in personnel management and training.
- The ability to establish effective and productive working relationships with diverse campus constituents is essential.
- Must have excellent interpersonal and communications skills.

CUNY TITLE

Vice President

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit https://cuny.jobs/ and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and any other additional documents to support your candidacy as one file.

CLOSING DATE

December 22, 2019

JOB SEARCH CATEGORY

CUNY Job Posting: Executive

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.