

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

FACILITIES PLANNING AND RESOURCE MANAGER

FLSA STATUS: EXEMPT – PAY GRADE: 20 – P

JOB FAMILY: FACILITIES & CONTRUCTION JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Facilities Planning and Resource Manager is responsible for all long-term and short-term planning, strategies, and communication for all state-required facility planning documents as well as establishing the feasibility of and time lines, resource-allocation and budget administration for projects to be completed by the department in collaboration with the Associate Vice President, Facilities Management and Construction. This position serves as the Collegewide Campus Operations point of contact with campus-based Academics, Student Services, auxiliary/community partners, and Campus Deans.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Supervises assigned staff; conducts performance evaluations; facilitates professional development and training; approves leave requests and timesheets; creates and approves work schedules.

Serves as the Collegewide Campus Operations point of contact with campus-based Academics, Student Services, auxiliary/community partners, and Campus Deans. Participates in recurring campus leadership meetings hosted by Campus Dean.

Oversees campus/center-based mail and receiving, annual property inventory, campus events, and facility rentals. Analyzes data and reports to determine efficient and effective processes for space utilization and operating costs.

Coordinates campus-based technology refresh with FSCJ IT department.

Monitors schedule and costs, administers budget of the design/construction projects, tracks actual expenditures against budget, and estimates future expenditures to ensure projects can be completed within budget in collaboration with Project Managers and campus staff.

Collaborates and oversees the development of educational specifications and building programs for each project, defines project scope, goals, objectives, and process techniques. Prepares detailed studies and documents a variety of facilities related conditions, findings, budgets, forecasts, and assessments. Assists in the preparation of Board agenda items.

Manages assigned fiscal and technical resources. Reviews requisitions and approves all facilities expenses in PeopleSoft for the college's capital outlay budgets.

Assists in the management of requests for facility-related projects and information to determine appropriate action and direction. Provides feasibility studies and project budgets based on needs identified through planning activities and project requests.

Determines year-round and long-range facility planning initiatives to support academic planning of the institution, and communicates the status of such initiatives throughout the college community. Prepares and maintains the college Project Priority List based on facilities surveys and long-range plan.

Prepares, reviews, and/or approves plans and surveys - annual 5-year Capital Improvement Plan, Master Plans, 5-year Educational Plant Survey, real-property acquisition plan, furniture, fixtures, and equipment acquisition plan, and capital repair and replacement plan for all College sites. Initiates and coordinates with State Office of Education for facilities surveys, facilities inventory, and funding requests.

Provides collegewide facilities support to create and maintain a campus environment supportive of student needs.

Perform other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

A bachelor's degree from a regionally accredited institution and three (3) years of related experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Some tasks may involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of engineering, construction, and code ordinances.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of written materials that range from interoffice memoranda to construction reports. Requires the ability to speak with voice control and confidence. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of rational systems, synthesis functions, conceptual thinking, and influence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain conclusions, and to follow oral and written instructions. Must communicate professionally, efficiently and effectively using Engineering, financial terminology.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide. Requires the ability to interpret graphs and calculate decimals and percentages; to utilize high school algebra, trigonometry, and geometry; and to utilize college algebra, trigonometry and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information. Requires excellent levels of form and spatial aptitude.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in utilizing modern office support equipment and drafting and drawing equipment.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people in giving and receiving instructions. Must be able to communicate professionally with a broad array of individuals in varying professions. Must be adaptable to performing under stress when confronted with emergency situation or tight deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks may require exposure to extreme heat/cold or extreme weather conditions, to strong odors and/or smoke, to strong and/or toxic chemicals and to dust or pollen.

Effective: 3/99

Revised: 3/02; 1/06; 10/25/21; 6/26/25