

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

EXECUTIVE DIRECTOR OF CAMPUS OPERATIONS, EVENTS, RENTALS & SPECIAL PROJECTS

FLSA STATUS: EXEMPT - PAY GRADE: 27 – A

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS
JOB FUNCTION: MANGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

Provides administrative authority and oversight of daily campus operations for 4 Campuses and 3 Centers. Develops strategy, processes, systems, and allocates resources for projects in support of FSCJ's mission, vision, and strategic plan. Collaborates with college executives to explore new business opportunities and executes partnerships to ensure the fiscal success of the college. Serves as a central point of contact for Academic, Student Services, and all non-academic leadership teams to ensure consistent processes and experiences within the Facilities department collegewide.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Plans strategy and oversees completion of collegewide special projects such as signage/wayfinding, computer downsizing, SACSCOC reaffirmation specific to Facilities, Normandy Trace project; 20 West Adams, San Jose Tech (Cecil), parking lot pavement project, solar farms and EV charging stations, fleet management (downsizing, budgeting, refresh schedule, lease vs. purchase).

Oversees FSCJ's external strategic partnerships on all campuses providing auxiliary services such as bookstore (Follett), childcare (Chappell), food services (Subway, Skillet, Chloe's, Kelly's), vending machines (Canteen), COJ, FRC, JSO, DCPS, YearUp, and UNF/HCA.

Serves as the Collegewide Campus Operations point of contact with campus-based Academics, Student Services, non-academic depts and auxiliary partners.

Negotiates facility rentals (short term and long term), identifies and allocates resources, and coordinates cross functional teams for all rentals and events at 7 locations.

Develops and manages Collegewide Campus Support and Instructional Support budgets for 4 Campuses/3 Centers and provides larger Facilities department personnel budget support identifying and reallocating funds cross the college.

Oversees and directs the Collegewide Campus Emergency Operations Plan (CEOP) and reporting structure at all campuses, centers, and auxiliary partners.

Performs administrative duties as assigned in alignment with appropriate APMs for signature authority.

Participates in the evaluation and selection of delivery order contracts, continuing contract design services, and product procurement. Serves as a tier 1 records retention coordinator, with Collegewide responsibility for compiling, approving, and submitting Tier 2 coordinator disposition lists to the Collegewide records management Project Coordinator.

SUPERVISION RECEIVED

Supervision is received from the Associate Vice President for Facilities.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree in Business, Education, or related field supplemented by five (5) years of progressively responsible experience in budget, facilities, project management, and coordination and provision of support services primarily in a supervisory capacity.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

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

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals and codes. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

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

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

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

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 2017, Revised 1/8/21; 10/24/22