

Job Description

Job Title:	Executive Director of Facility Planning Design Management (Assistant Administrator)
Job ID:	11406
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

GENERAL DUTIES

The Assistant Administrator manages one or more key administrative functions. He/she develops, implements, and assesses programs and services to produce high-quality results and meet strategic goals. He/she also coordinates activities among different units, and with areas outside the College, and may oversee staff, budget, operations, and facilities.

CONTRACT TITLE

Assistant Administrator

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

Reporting to the Vice President of Administration and Finance, with considerable latitude for independent judgment and decision making, the Executive Director will assume responsibility for planning, directing, and supervising all activities relating to capital projects administration, property procurement and management, and facilities planning/operations.

- Serves as advisor to the Vice President and participates in policy planning and development.
- Develops scope of capital projects including feasibility proposals, budget cost estimates, and preliminary program planning. Directs implementation of capital projects, including the following: preparation of capital budget requests; liaison with Master Plan architects, consultants, vendors, City Office of Management and Budget, State Division of the Budget, DASNY, University Budget Office; rendering of regular status reports to administration and facilities users (students, faculty and staff) to track progress and share important facts about on-going capital projects; oversight of project budgets, timelines, and work delivery schedules, providing periodic reconciliation as needed; review of plans and specifications for installation of major systems; development of punch list and reconciliation of installation variances with DASNY and architects; and project post-ops and quality assurance evaluations to ascertain that construction projects are completed, all documents were submitted by contractors, installations and equipment are in good working order, and that the ultimate users are satisfied.
- Manages/enhances/reconfigures available space/facilities to support student, academic and administrative needs; directs activities related to space allocation or reallocation during registration, relocation, and special events.
- Facilitates design, construction, and implementation of initiatives related to addition of media rooms and labs.
- Works with Registrar's Office to ensure adequate classroom space for expanding evening and Saturday courses/programs.
- Coordinates grant submissions to the Borough President's Office.
- Undertakes special projects as assigned by the Vice President for Administration and Finance.

MINIMUM 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. Additional qualifications are defined below by the College.

OTHER QUALIFICATIONS

The following qualifications are preferred:

- Ten (10) years' related project management and supervisory experience in the areas described above
- Experience in facilities planning and development, plant management, and coordination of capital projects in a university setting
- Well organized, able to prioritize conflicting requests, and adept in implementing projects and managing budgets
- Excellent verbal/writing communication and interpersonal skills

COMPENSATION

Salary commensurate with education and experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references

CLOSING DATE

November 21, 2014

JOB SEARCH CATEGORY

CUNY Job Posting: Executive

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.