

Job Code: 100533
Position #: (NUNC) (E)
Developed by: BC; JP
Reviewed by: LK, SG
Approved by:LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, NBC Facilities and Operations
DIVISION: Academic Affairs (Graduate School of Oceanography)
REPORTS TO: Dean, Graduate School of Oceanography
GRADE: 16
SUPERVISES: Professional, technical, administrative, clerical staff

BASIC FUNCTION:

Responsible for efficient management, operation, and planning of all Narragansett Bay Campus facilities, including buildings and infrastructure; and for management and planning of all NBC operational, technical, and support services that fall within the organizational authority of the Dean, Graduate School of Oceanography.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

For all non-academic departments within the Graduate School of Oceanography, coordinate the preparation of annual budgets and manage the budget allocation.

Oversee all technical and operational support missions and functions, including research vessels and boats; physical plant and grounds maintenance; custodial services; shipping and receiving; security; copy center; dining facility; telecommunications; computer center; diving and small boat programs.

Supervise the Facilities and Operations workforce and resources to insure the most efficient and effective means to accomplish the GSO mission.

Work with representatives of Kingston Campus departments as needed, including Capital Projects Office, Facilities Services, Capital Planning and Design, Public Safety, Purchasing, Accounting, and Safety & Risk Management, that have responsibilities on the Bay Campus.

Manage enhanced responsibilities for and maintain a leadership role in all aspects of the R/V Resolution research ship.

Maintain an active lead role in the efforts to construct new and renovate current facilities on the Narragansett Bay Campus.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the Dean and Bay Campus on University-wide Facilities committees.

Coordinate planning for NBC facilities and non-academic programs.

Perform other duties as needed and assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Valid driver's license. Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Either a master's degree in science or engineering, **OR** a bachelor's degree and past or present Coast Guard licensure as a marine officer; Minimum five years' experience in the administration of an educational, marine, or research facility, including responsibility for fiscal and personnel matters; Demonstrated ability to use administrative computer programs; Demonstrated strong interpersonal and verbal communication skills; Demonstrated written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Designation as a Professional Engineer (PE); Demonstrated experience in marine science and marine operations; and, Demonstrated experience with grant funding, particularly federal science funding agencies.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.