

JobCode: 101326
Position # :....(NUNC) ... (E)
Developed by: JVW
Reviewed by: AMC LK AR
Approved by: AMC
Date:09/18

**UNIVERSITY OF RHODE ISLAND
POSITION DESCRIPTION**

TITLE: Assistant Vice President for Facilities
DIVISION: Administration and Finance
GRADE: 20
REPORTS TO Vice President, Administration and Finance
SUPERVISES: Director of Planning and Real Estate Development, Director of Small Projects,
Director of Capital Projects, Director of Operations, Director of Finance and
Administration, Business Analyst
Joint Supervision: Assistant Director for Customer Services (with Director of Operations)

Basic Function:

Manage and direct the functions that support the full complement of University land, buildings, utility systems, paved infrastructure, landscape features, including operations, maintenance, and repair of existing physical plant, planning, design, funding, financing, renovation, and construction of existing and new buildings and physical plant improvements on all Campuses, including real estate transactions for real estate acquisitions, sales, leases, licenses, and easements.

Exercise direct responsibility and oversight for all sources of funding that are authorized and applied to the delivery of capital improvements and real estate transactions of all types and exercise comprehensive oversight responsibility for the operating budgets managed across the Departments reporting to the Assistant Vice President.

Oversee documentation, informational support, testimony, as well as presentations of the University's Capital Improvement Program, real estate transactions, and other-contract-driven transactions for consideration by the Senior Leadership Team of the University, the Council on Postsecondary Education, the State Properties Committee, and the Executive and Legislative branches of the State.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Actively participate in the ongoing five-year Asset Protection Program plan development and the scoping, funding, and implementation decisions regarding Asset Protection investments and implementation.

Oversee the budget development process and the operating budgetary performance of Departments within the Facilities Unit, including staffing levels, operating expenses, utility expenses, vehicles, equipment, technology expenses, and contracted service support and pursue opportunities to realign resources to meet critical needs as they change over time.

Actively contribute to the University's articulation and prioritization of capital development projects, working with the Senior Leadership Team, Deans and Department Heads, the Strategic Budget and Planning Council, and related committees, with attention to the University's Academic Strategic Plan and the President's vision for the Institution.

Exercise fiduciary responsibility for all capital funding invested into the physical plant assets of the University from all sources of funds, including, but not limited to, annual operating, one-time only funds, RI Capital Funds, State Transportation sources, general obligation bonds, revenue bonds, certificates of participation, grants, and private donations and gift sources.

Work with University External Relations and the Vice President for Administration and Finance in the documentation and justification for capital funding in accordance with the annual State Budget processes.

Contribute to the development of financial modeling to validate the capacity to support revenue streams sufficient to meet and exceed debt service and operating cost responsibilities associated with capital improvement investments, particularly with regard to University Auxiliary and Enterprise operations.

Once authorized, initiate and execute the process of securing revenue bond financing through the Rhode Island Health and Education Building Corporation and/or similar authorities with attention to achieving successful issuance of bonds and access to bond proceeds in a timely fashion with regard to the schedule for project design, construction, and commencement of beneficial use.

Research, recommend, seek approvals, and implement innovative and effective strategies that can achieve University physical plant objectives through non-traditional and alternative methods of delivery, including methods of delivering construction projects as well as public/private and public/public partnerships where appropriate and advantageous to the University and the State.

Continue a high level of focus on energy and water resource efficiency opportunities in all aspects of the operation and improvement of the physical plant assets that respect environmental efficiency objectives and Institutional principles and commitments.

Initiate requests for approvals for demolition of buildings, declaring surplus, sale, acquisition, licensing, leasing, and granting easements associated with land assets through the Council on Postsecondary Education, the State Properties Committee, and via Legislative Action as required.

Serve as a liaison with the officers and staffs of Cities and Towns that host University real property and Campuses as well as those involved in partnerships in the capitalization and operation of utility systems, joint professional services contracts, solar energy projects, and other opportunities to cooperate in the pursuit of programs, grants, and projects, which achieve mutual benefits and efficiencies for the partners.

Serve as a liaison with State Offices, Agencies, and House and Senate Fiscal staffs with regard to permitting, ongoing operations, projects, funding requests, and joint ventures that advance the interests of the University and the State, particularly those pertaining to physical plant operations and improvements.

Work with University Counsel with regard to the development of appropriate contract templates and custom contract structures applicable to the various contractual commitments that are associated with the disposition of real estate, construction development and delivery, and the various contracts for services and partnerships in which the Facilities Services Department is engaged.

Serve as an authorized signatory of the University and the Council deemed by University Counsel to be legally sufficient and appropriate for execution.

Serve on Committee's, such as the Master Plan Review Team, Space Evaluation, Development, and Assignment, and other Committees where the Assistant Vice President can be productively engaged.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned by the Vice President for Administration and Finance.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, office software suites, familiarity with computer modeling tools, printers; word processing, database, spreadsheet.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in business administration, finance, capital asset management, planning, or related field and a minimum of ten years of progressive experience in management and administration, including the exercise of fiduciary responsibility and the management of personnel in a large organization; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in business administration, finance, capital asset management, planning, or related field and a minimum of seven years of progressive experience in management and administration in a high education setting.

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