

NFE PD - Detailed Summary

Position Title

Type of Position	NFE
Position Classification Title	Assistant Director

Personal and Organizational Data

Position Number	BE9930
Working Title	Assistant Director, Facilities Services
Duration of the Term	12 months
Physical Location of Position (City)	Spearfish
Organization	6PPFM1-Facilities Services
Organization (Department) Address	Facilities Services
City, State, Zip	Spearfish, SD 57799

Purpose of Position

Position Purpose	Responsible for the business operations of facilities services including fund management, policy compliance, and project management; and supervision of the custodial crew, sustainability, mail services, and central receiving areas.
Justification for Review	Position will be vacated so is being reviewed before advertising to fill.
Education and Experience	
What level of compl. formal education is required?	Four-year college degree.
List any education that is required	A four-year degree in business administration, construction or a related field is required.
What number of years of related exp. is required?	More than 3 years up to 5 years.
List required special certification or licensure	

Language, reasoning, math skills requirements	<p>Knowledge of all aspects of facilities services operations; of planning, scheduling, supervision and program administration; safety practices; record keeping; report writing; maintenance and repair; design, remodeling and management of construction projects; and principles and practices of budgeting in a college/university environment.</p> <p>Ability to effectively delegate duties; exercise critical human relations skills in establishing and maintaining effective working relations with the college/university community.</p> <p>Ability to communicate effectively, both orally and in writing.</p>
Other Experience	<p>Prior experience with progressive responsibility in a multiple building facilities management setting is a preferred.</p> <p>Experience may include budget management and demonstrated organizational and management skills in a governmental organization.</p>
Where This Position Fits	
This Position's Supervisor's Position Title	Director of Facility Services
Direct Report Titles	
Supervisory Responsibilities	
Applies to students, employees, or both?	
Supervision	Yes
Give guidance, but does not hire, terminate...	
Give guidance, performance evals, hiring...	Employees
Supervises non-supervisors, including hiring...	Employees
Supervises supervisors, including hiring...	Employees
Different functional areas/depts of supervision	Custodial, sustainability, mail services, and central receiving

Problems and Decisions

Problem Solving	
Nature of the Problem	
Discretion to Solve the Problem	

List 3 problems frequently solved...	
1. Problem	
1. Policies, Procedures or Directions	
2. Problem	
2. Policies, Procedures or Directions	
3. Problem	
3. Policies, Procedures or Directions	
Information this position has to fix problems	
An example of how easy or difficult it is...	
Spending authority for funds over \$10,000?	
Decision Making	
The decisions this position makes primarily affect:	
The scope of the decision making authority:	
Decisions responsible for w/o getting approval:	
1.	
2.	
3.	
4.	
Impact of Decisions	
If an error is made, it would directly affect:	
If an error is made, it is usually caught by:	
Errors this position makes are usually caught:	
Errors this position makes are fixed:	

If an error is made, the cost is usually:	
A typical error's harm/hardship to others:	
A typical error's impact on the inst's reputation:	
2 examples of errors that could be made:	
1.	
2.	

Working Contacts

Students	
Provide information regarding normal requests...:	Daily
Explain policies or give expert advice...:	Daily
Influence others to gain their cooperation...:	Daily
Handle confidential or sensitive information:	Daily
Example of the services this position provides:	Daily contact with students.
Public	
Provide information regarding normal requests...:	No Response
Explain policies or give expert advice...:	No Response
Influence others to gain their cooperation...:	No Response
Handle confidential or sensitive information:	No Response
Example of the services this position provides:	
Other Employees	
Provide information regarding normal requests...:	Daily
Explain policies or give expert advice...:	Daily

Influence others to gain their cooperation...:	Daily
Handle confidential or sensitive information:	Daily
Example of the services this position provides:	Daily contact with faculty and CSA employees. Typical communication includes explanation of policy, disseminating information regarding events affecting Facilities Services to prevent conflicts and for sharing departmental information.
Others (please specify)	
Provide information regarding normal requests...:	Monthly
Explain policies or give expert advice...:	Monthly
Influence others to gain their cooperation...:	Monthly
Handle confidential or sensitive information:	Monthly
Example of the services this position provides:	Occasionally meets with student press for television, radio and newspaper interviews. Weekly/Monthly contact with vendors on supplies, costs, equipment repair or maintenance needs. Weekly/Monthly contact with outside contractors to discuss project status and schedules. Weekly/Monthly contact with various state agencies (for example, State Engineer's Office).

Other

Environment	
Office or Heated and Cooled Building	
Outdoors	
Other	
If "Other", please specify	
Irregular Work Hours	
This job requires:	
Travel	

What percent of time involves travel?	
Of that total percent, how much of the travel is:	
Local within 75 miles	
State beyond 75 miles	
National beyond SD/75 miles	
International	

Job Functions

Percent of time spent on achieving the result	Result expected of this job	Activities to achieve result	Measures of how well one has achieved the result	Physical and mental effort required to achieve the result, as well as any potential hazards	Other Requirements:	Function Edited:
	Administrative coordination for construction and renovation projects.	<p>Assist with development and preparation of 10-year and current year M&R project lists</p> <p>Prepare OSE work requests; define scope, funding, costs, completion date</p> <p>Develop management plan for approved projects</p> <p>Assist with costing, scheduling, tracking projects in process.</p> <p>Communication with project stakeholders (OSE, A/E, GC, Admin)</p> <p>Coordinate all OFCI project material.</p> <p>Provide project updates</p>				

		<p>as required.</p> <p>Monitor project costs vs. budgets</p> <p>Maintain up-to-date project list</p> <p>Coordinate funding sources with Finance & Administration and FS Business Manager for accurate cost accounting.</p> <p>Liaison with campus community for project coordination</p>				
	Space Management	<p>Maintain accurately updated floor plans</p> <p>Reconcile floor plans and Facilities Database</p> <p>Prepare BOR reports including Facilities Utilization (Oct), BOR Fact Book (Nov), Statement of Values for insurance (Mar-Apr)</p> <p>Provide information to administration for space planning</p>				
	Departmental Human Resource Management	<p>Coordinate/Administer position openings, hiring, & terminations.</p> <p>Assist administrative support staff with meeting content.</p> <p>Monitor department PPAR documentation and timely completion.</p> <p>Provide support to department supervisors.</p>				
	Departmental Budget Overview	<p>Assist director with budget development</p> <p>Monitor budgets throughout fiscal year</p>				

		<p>Advise supervisors on major expenditures</p> <p>Review departmental chargeback and project billing</p> <p>Assist Business Manager with utility budget preparation</p>				
	Supervise Mail Services & Central Receiving	Provide administrative direction & support as needed				

Working Conditions

Physical Requirements	
Stand	Continuously
Walk	Continuously
Sit	Frequently
Bend	Frequently
Crouch/Squat	Occasionally
Kneel/Crawl	Occasionally
Climb	Occasionally
Reach above shoulder level	Occasionally
Use keyboard/mouse	Frequently
Hand Activities: Fine dexterity	Frequently
Hand Activities: Hand twisting	Frequently
Hand Activities: Simple grasping	Frequently
Hand Activities: Power grasping	Frequently
Lifting Activities: Light lifting (<20 lbs)	Frequently

Lifting Activities: Moderate lifting (20-50 lbs)	Frequently
Lifting Activities: Heavy lifting (>50 lbs)	Occasionally
Push/Pull: Light pushing/pulling (<20 lbs)	Frequently
Push/Pull: Moderate pushing/pulling (20-50 lbs)	Frequently
Push/Pull: Heavy pushing/pulling (>50 lbs)	Frequently
Other Activity	
Frequency of Other Activity	NA
Mental Requirements	
Read/Comprehend	Continuously
Write	Continuously
Perform Calculations	Continuously
Communicate Verbally	Continuously
Reason and Analyze	Continuously
Other Activity	
Frequency of Other Activity	NA
Environmental Requirements	
Is exposed to high noise level	Occasionally
Is around moving machinery	Frequently
Is exposed to marked changes in temp/humidity	Frequently
Is exposed to dust	Frequently
Is exposed to fumes	Occasionally
Is exposed to gases	Occasionally
Is exposed to microwave	Occasionally

Drives motorized equipment	Frequently
Works in confined quarters	Occasionally
Other Activity	
Frequency of Other Activity	NA

The Board of Regents will take Affirmative Action to ensure that all employment practices are free of discrimination. In addition, the Board of Regents fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into all of its employment practices.

South Dakota Board of Regents is an equal employment opportunity employer.