



**Florida State University
Associate Vice President for Facilities**

Florida State University (FSU) seeks applications and nominations for the position of Associate Vice President for Facilities.

Florida State University

As one of the nation's most elite research universities with the Carnegie Foundation's highest designation (Doctoral Universities: Highest Research Activity), Florida State University offers a distinctive academic environment built on cherished values and unique heritage, a welcoming campus on the oldest continuous site of higher education in Florida, championship athletics, and a prime location in the heart of the state capital. Combining traditional strength in the arts and humanities with a recognized leadership in the sciences, Florida State University provides unmatched opportunities for students and faculty through challenging academics, cultural discovery, and community interaction. Underlying and supporting the educational experience at Florida State University is the development of new generations of citizen leaders.

With over 41,000 students, Florida State University's 17 colleges offer 297 undergraduate, graduate, doctoral, professional, and specialist degree programs, including medicine and law, covering a broad array of disciplines critical to society today. Each year the University awards over 2,000 graduate and professional degrees. With an impressive breadth of leading graduate, professional, and undergraduate programs, Florida State University is a demanding, intellectually stimulating, yet warm and caring environment for students and faculty. Recognized nationally for commitment to diversity, Florida State University is a national leader in the number of doctorates awarded to African American students and in the graduation rate of African American undergraduates. The College of Medicine and College of Law are ranked in the nation's Top 10 for Hispanic students and FSU has soared eight spots to No. 18 among national public universities in the latest *U.S. News & World Report* rankings.

Florida State has built a reputation as a strong research center in both the sciences and the humanities. The faculty generates approximately \$233 million annually in external funds to be used for research. These external funds are in the form of contracts and grants from private foundations, industries and government agencies, and are used to support research, improve research facilities, and provide stipends for graduate students. Florida State consistently ranks in the top 10 universities nationally in physical sciences grants awarded by the National Science Foundation. Florida State University faculty includes: members of the National Academy of Sciences; the National Academy of Engineering and the American Academy of Arts & Sciences; Pulitzer Prize winners; a Nobel Laureate; Oscar winners; and Guggenheim, Fulbright, and National Endowment for the Humanities fellows.

Additional information about Florida State, its history and programs can be found at <http://www.fsu.edu>.

Position Summary

Reporting to the Vice President for Finance and Administration, the Associate Vice President for Facilities is responsible for guiding FSU's facilities, campus master planning, and assisting in the planning, development, and managing Division of Finance and Administration programs and policies through oversight of Facilities Operations, Planning, and Construction. The Facilities department employs nearly 700 staff who manage over 1,600 acres that include more than 8.1 million square feet of educational and general (E&G) university space, approximately 14.5 million total gross square feet (E&G and non-E&G space), and 400+ buildings.

The Associate Vice President for Facilities will oversee an office that provides master planning, design and construction management support, sustainability expertise, innovative partnering expertise, and other facilities related expertise to FSU. Direct reports to the Associate Vice President for Facilities include:

- Executive Director – Campus Utilities & Maintenance
- Director, Facilities Planning
- Director, Building Services
- Director, Construction, Design, and Project Management
- Director, Grounds
- Director, Environmental Health and Safety
- Director, Campus Sustainability
- Associate Director, Information Technology
- Associate Director, Financial Services
- Senior Administrative Specialist

Key responsibilities of the Associate Vice President for Facilities include:

1. Providing direct assistance in the formulation, development, and implementation of university policies regarding services and activities of Facilities Operations, Planning, and Construction which frequently have University-wide impact;
2. Assisting with the interpretation of Federal and State laws, rules, and regulations that govern the administrative areas of the University;
3. Developing and providing general direction over programs intended to augment and improve the quality and availability of the Facilities department's services, as well as participate in the development of University programs for facilities operations, planning, and construction;
4. Representing the University on facilities related matters within the University and to external agencies;
5. Responsibility for the coordination, administration, and overall control of the department's two major sub-units: Facilities Planning and Construction and Facilities Operations and Maintenance.
6. Responsibility for overseeing the proper budget management and accountability of funds in excess of \$116 million annually.
7. Developing and directing campus facilities planning and major construction programs; working closely with key FSU stakeholders to meet university needs;
8. Collaborating and coordinating with key FSU stakeholders to meet space planning needs;
9. Working closely with FSU stakeholders to develop long-term capital plans;
10. Working across the University to optimize facilities management support and identify efficiencies across campus;

11. Developing awareness of state-of-the-art approaches, including public/private partnerships, in order to meet university future facility needs.
12. Hiring, training, monitoring, and conducting scheduled evaluations of employees supervised;
13. Ensuring that monitoring systems are in place to track compliance with all federal and state laws and regulations;
14. Adhering to and fostering high standards of ethical conduct, compliance with all applicable laws and regulations, and appropriate financial oversight and controls;
15. Observing safety, security and confidentiality precautions appropriate to work performed;
16. Promoting diversity within FSU and supporting university programs designed to create a welcoming environment for everyone.

Opportunities and Challenges

Specific areas where the next Associate Vice President for Facilities will be able to make a significant impact include:

- **University-wide Leadership** – Working in partnership to fully understand their space and facilities needs, the Associate Vice President will foster an environment that promotes collaboration and open avenues of communication with all FSU stakeholder groups. The Associate Vice President will be a highly-visible figure on campus and must be dedicated to addressing these constituencies' varied planning, maintenance, and construction/renovation needs and advocating on their behalf to campus administrators, the Board of Trustees, and Florida's state legislature.
- **Enhancing Existing Practices and Procedures** – In leading FSU's Facilities department, the Associate Vice President will serve in a critical position charged with ensuring that the University's current and evolving facilities needs are met. As such, the Associate Vice President will drive the review of existing university policies, practices, and procedures to identify existing areas of excellence and opportunities for improving the allocation of resources and delivery of services. In guiding the Facilities department through a process of continual assessment and realignment, the Associate Vice President will assist in developing innovative responses to existing and future situations and further strengthen an environment dedicated to providing an optimal physical environment at FSU.
- **Addressing Deferred Maintenance Needs** – As experienced by many other long-standing institutions of higher education, there is an increasing need to identify and prioritize deferred maintenance needs across FSU's campus. The Associate Vice President will be responsible for engaging FSU stakeholders in assessing their needs, creating a long-term deferred maintenance plan that appropriately prioritizes projects, and securing the resources necessary to execute upon this plan to maintain the University's complex infrastructure and physical facilities. In doing so, the Associate Vice President must serve as an entrepreneurial thought leader and liaison with campus, government, private sector, and community stakeholders to develop innovative solutions to campus planning and facilities needs.

Qualities and Characteristics

FSU's next Associate Vice President for Facilities will exhibit:

- The ability to think in a creative and innovative manner while building consensus and collaborating with others;
- Leadership, supervision and management skills, including the ability to coach, mentor, and support staff in creating a positive, engaging and inclusive workplace;
- The ability to establish and maintain effective work relationships, including the ability to negotiate and solve problems with multiple constituencies and stakeholder groups with diverse priorities;
- A high motivation with a strong interest in serving the diverse needs of FSU's stakeholder and constituent groups;
- Demonstrated commitment to resource stewardship from the perspectives of both economics and sustainability;
- Demonstrated achievement of multicultural goals, including recruitment and retention of diverse staff;
- The ability to work in a fast-paced setting of a major public university;
- The ability to include, engage, and energize others, and to thrive in a collegial environment;
- Honesty and integrity;
- A customer-service orientation;
- The ability to respond to daily challenges while staying focused on long-term goals.

Qualifications

The ideal candidate will possess:

- A Master's degree and seven years of experience or a Bachelor's degree and nine years of experience;
- A minimum of 5 years of administrative experience at the Director level or above in a large, complex organization;
- Strong project management skills and the ability to manage multiple, complex projects;
- Extensive knowledge of capital planning, financial planning, land-use planning, and master planning;
- Experience in building operations and sustainability;
- Excellent interpersonal and team-building abilities, outstanding oral and written communication skills;
- Problem solving skills to reach efficient and effective solutions in a collaborative manner;
- The ability to lead major activities in a collaborative manner with a wide range of internal and external constituencies;
- The ability to represent and advocate for FSU needs to the Board of Trustees, state legislature, and other policymaking agencies.

Application and Nomination Process

The Search Committee will begin reviewing applications immediately and will continue to accept applications and nominations until the position is filled. Applicants must submit a current curriculum vitae and a cover letter describing relevant experience and interest in the position. Submission of materials via e-mail is strongly encouraged. Nominations should include the contact information of the nominee.

In accordance with the State of Florida's open records laws, all applications and letters of interest will be made public. Application materials should be submitted to:



Storbeck
Pimentel

& ASSOCIATES

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Refer to code "**FSU-Facilities**" in subject
line

*FSU is an Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer. FSU's
Equal Opportunity Statement can be viewed at:
http://www.hr.fsu.edu/PDF/Publications/diversity/EEO_Statement.pdf*