Metropolitan State University, America’s premier university for lifelong learning, is seeking applicants for the position of Associate Vice President (AVP) of Facilities Management. This is a full-time, administrator position within the Facilities Management division. The AVP provides collaborative executive management for Metropolitan State for capital planning, budget development, capital project implementation, real estate leasing, facility use agreements and general consolidated campus operations and services and their related policy and contract development at Metropolitan State. As a member of the President’s Cabinet, the AVP is also a full contributor to the development and management of institutional and instructional strategies and directions, and is an active partner contributing to system-level facilities efforts. In addition, the AVP is responsible for the following areas for the university: safety and security, facilities operations and maintenance, mailroom, bookstore, catering, vending, parking, and room and event scheduling.

Responsibilities:

- Supervise the management, development and on-going operations of university facilities and physical infrastructure and support services, to assure that safe, functional and attractive physical environments are provided for university operations and services.
- Contract for and manage architectural, engineering and other professional/technical services in order to develop a comprehensive facility planning program.
- Develop and manage the capital bonding request processes. Manage the master plan update process.
- Plan budget and administer fiscal resources for facilities management related areas of the university.
- Participate in university budget development and related planning, develop plans for staffing and service coverage with contracted services.
- Manage commercial building leasing of university facilities in concert with the System’s real estate office to include negotiating lease agreements and related lease contract management.
- Analyze, recommend and negotiate land acquisitions required to fulfill the university’s master plan.
- Provide supervision to direct reports as assigned activities as assigned.

Minimum Qualifications:

- A Master’s degree in architecture or engineering and five years of directly related experience OR a bachelor’s degree in architecture or engineering and seven years of directly related experience.
- Five years of progressively responsible administrative and supervisory experience in capital project planning, development, and management or related area.
• Strong knowledge of federal and state laws and policies related to campus operations (campus safety and security, purchasing, contract management, OSHA and ADA).
• Significant working knowledge of construction planning and contract management; knowledge and experience with state-level capital project development, budgeting and implementation.
• Knowledge of political bodies and processes (i.e., local, city, and state levels), especially as related to capital projects.
• Demonstrated experience in developing and implementing broad, successful sustainability strategies.
• Ability to collaborate across broad organizational divisions, and balance competing priorities among large-scale projects.
• Highly developed analytical, technical, problem-solving, and management skills and experience.
• Excellent interpersonal and communication skills (intercultural, oral and written) are required to interact with and communicate to campus and external constituents regarding facilities issues.
• Strong organizational and leadership skills, and the ability to plan and follow through.
• Evidence of commitment to fostering equal opportunity in staffing and operations.
• Experience with budget development and management.

Preferred Qualifications:

• Bachelor’s degree in architecture or engineering with 15 years of directly related experience or Master’s degree in architecture or engineering with 10 years of directly related experience.
• Experience in higher education.
• Capable of becoming a registered architect or professional engineer within 6 months of accepting the position.
• LEED (Leadership in Energy and Environmental Design) certification.
• Knowledge of and experience with a unionized environment.
• Background in executive management of general campus administrative and contract operations, including administrative support services such as book store, food service and catering, security, housekeeping, mail, maintenance services, courier and fleet services.

The University: Metropolitan State University, a member of the Minnesota State Colleges and Universities System, serves approximately 11,000 students in the greater Twin Cities Metropolitan area. We are the most diverse university in the system, with approximately 41% of our students coming from communities of color. The university offers programs leading to baccalaureate, masters and doctoral degrees. We provide accessible, high quality liberal arts, professional and graduate education with continued emphasis on marginalized groups, including adults and communities of color. Recognized in 2008 by the Carnegie Foundation for Community Engagement and named to the President’s Higher Education Community Service Honor Roll, the university is committed to academic excellence and community engagement through curriculum, teaching scholarship and services designed to support an urban mission.

Visit our web site at http://www.metrostate.edu

The Department: The Building Services Department is committed to creating and supporting healthy and productive environments in which to work and learn. Working as a team our goal is to make the campus experience rewarding, comfortable and safe by providing support services that are responsive, customer oriented and efficiently managed.
Functions within the Building Services Department include: building operations and maintenance, parking lot management, food service, catering and vending, safety and security, facility use and rental, academic and event scheduling, facility planning, construction management, leasing of facilities, janitorial services, bookstore operations, ergonomic training, grounds maintenance, snow plowing and other related activities important to operating the university and physical infrastructure.

**Salary:** This Administrator position is assigned to a Range 7, as outlined in the Minnesota State Colleges & Universities (MnSCU) Personnel Plan for Administrators (see link below), and is commensurate with education and experience.

* Employment for this position is covered by the Minnesota State Colleges & Universities Personnel Plan for Administrators.

**Application:** To apply, go to [http://agency.governmentjobs.com/metrostatemn/default.cfm](http://agency.governmentjobs.com/metrostatemn/default.cfm)

Applications must be received by 11:59 p.m. on **Closing Date:** Friday, May 27, 2016.

Qualified applicants are required to attach the following documents to their online application:
- Cover letter of interest addressing your qualifications for the position.
- Current curriculum vita or resume.
- Names of four (4) references with addresses, email addresses and telephone numbers.
- Transcripts - Valid unofficial copies of your transcript showing conferred/awarded date, your name and the academic institution’s name/logo are required. We do not accept copy/paste word documents with a list of courses/grades or DARS reports. If selected for hire, official original transcripts will be required.

If you need help submitting your online application, please contact NEO GOV @ 1-855-524-5627, for technical assistance.

If you have other questions related to this job announcement, please contact Human Resources, Search & Selection Specialist, Jody (Mary) Anderson at 651.793.1811. For TTY, call Minnesota Relay Service at 7-1-1 or 1-800-627-3529.

**Notice:** In accordance with the MnSCU Vehicle Fleet Safety Program, employees driving on university business who use a rental or state vehicle shall be required to conform to MnSCU’s vehicle use criteria and consent to a motor vehicle records check.

Metropolitan State University is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

The University provides reasonable accommodations to qualified individuals with disabilities upon request.