State College of Florida, Manatee-Sarasota
Job Description

Job Title: Manager, Facilities Planning and Budgeting
Reports to: Associate Vice President, Facilities Planning and Maintenance
FLSA Status: Exempt
Level: 214

Position Class:

Job Summary:
This position is responsible for managing the facilities planning and budgeting function for the College. Assists the Associate Vice President, Facilities Planning and Maintenance and Director of Design & Construction in the development and coordination of planning activities, researching and development of grants for facilities, processing and document development for the College’s physical plant.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Plans and develops all documents related to the Educational Plant Survey, spot surveys, College Master Plan, Capital Improvement Program, SBE Bonds, CO & DS and Project Priority List.

2. Researches and identifies grand funding sources and writes proposals, in collaboration with the AVP, Program Evaluation/Compliance.

3. Manages the preparation and administration of private, local, state, and federal project grants related to the Facilities Department.

4. Develops planning, budget reports and schedules of PECO, local, state, and federal projects for the Associate Vice President, Facilities Planning and Maintenance and others. Develops and manages facilities project budgets.
5. Develops and maintains application documents for operating costs for new facilities and preparation of educational specifications (ED SPECS) for contracted projects. Assists in the preparation of cost estimates, bid packages and technical documents associated with renovation, remodeling and new construction.

6. Coordinates the planning and acts as liaison with design firms and users to plan and prepare project programs, initial construction budgets, and educational specifications in accordance with state guidelines and the Florida Building Code.

7. Assists the Associate Vice President and Director in special projects and related research.

8. Supervises support staff, interns and student workers as required.

9. Plans and develops all documents related to the facilities aspects of the SACS Accreditation process and College’s Strategic Plan.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor's degree from four-year college or university and five or more year’s related experience required. Masters degree in Leadership or related field and additional training in higher education planning preferred.

- **Supervisory Experience:**
  Minimum one to two years supervisory experience required.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from college leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.
• **Computer Skills:**
  Working knowledge of word processing, database, spreadsheet, email, Internet software, and graphic information system GIS.

• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Develops planning, budgets reports and schedules for PECO, local, state and federal funding.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with all levels of College faculty and staff.

• **External Contacts:**
  This position has routine contact with design firms, state D.O.E., federal and state agencies, and private foundations.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally exposed to wet or humid conditions (non-weather), work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use manual dexterity, reach with hands and arms, talk or hear, and lift up to 10 pounds. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and lift up to 25 pounds. Special vision requirements include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.
2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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