



POSITION ANNOUNCEMENT

Position Title: Director of Facilities and Sustainability

Classification: Full Time, Non-Classified, Exempt, Benefits-Eligible

Date: January 8, 2020

Located in West Virginia's Capital City of Charleston, the West Virginia Higher Education Policy Commission is home to more than 70 staff members dedicated to transforming lives for the state's college students. Working with 30 colleges and universities, our agency serves more than 70,000 undergraduate and almost 12,000 graduate students, helping improve their access to college, their success throughout college and their impact after they graduate. We embrace diversity. We value community. We drive growth. We engage – helping West Virginia's Climb to equip 60 percent of West Virginians with a certificate or degree by 2030. The Policy Commission is sought after as the best place to work, succeed and make meaningful change. Join our team and help West Virginia on its Climb to student success.

Position Overview: Reporting to the Vice Chancellor for Finance, the Director of Facilities and Sustainability provides strategic leadership and professional direction for facilities-related functions at institutions, including facilities management, capital planning, project management, design and construction. The Director of Facilities Management and Sustainability is charged with articulating a vision for facilities management, developing a plan for that vision (while ensuring that vision aligns with the Commission's overall mission), and implementing the plan. The Director provides leadership, knowledge, and expertise to sustain and support the building environment and to deliver student-focused services and solutions.

Duties and Responsibilities:

- Develop, revise and update all capital project and facilities management policies and procedures. Provide policy and procedural advice to the Chancellor, Executive Vice Chancellor for Administration and the Vice Chancellor for Finance on capital projects and facilities maintenance. Assists in the system-wide oversight of these areas.
- Provides policy and procedural advice to institutional Presidents, Vice Presidents for Administration, Physical Plant Directors on capital project management and facilities management.
- Make recommendations as to whether the Higher Education Policy Commission should approve or disapprove institutional requests related to items such as: campus master plans, real estate transactions, issuance of revenue bonds and capital project requests.

- Oversee the development of the systems' facility plans including the accumulation of capacity utilization and capital needs data.
- Interacts with the West Virginia Department of Administration, Contractors Association of West Virginia, West Virginia Society of Architects and other stakeholders regarding facilities and capital project issues.
- Review the application of payments for the expenditure of bond proceeds. Review and evaluate loan applications for the Energy and Water Savings Revolving Loan Fund and Emergency and Critical Projects Loan Fund.
- Provide advice and coordinate the collection of annual institutional capital appropriation requests. Prepare and submit the Commission's capital appropriation request to the West Virginia State Budget Office. Prepare and present the annual list of capital priorities for Higher Education Policy Commission approval. Present the Higher Education Policy Commission's lists of capital project priorities to LOCEA (the Legislative Oversight Commission on Education Accountability), as required by law.

Knowledge, skills and abilities:

The successful candidate will possess attention to detail, ability to manage competing demands, and work independently. Additionally, the candidate will be able to establish good working relationships with external stakeholders, as well as possess excellent written and verbal communication skills. Demonstrated knowledge of energy and sustainability programs as well as the principles of facilities planning, construction and maintenance.

Salary Range: Competitive salary, commensurate with experience.

Education and experience: Bachelor's degree and five years of experience in an appropriate discipline such as: Architecture or Engineering is required. Experience as a facilities manager at a higher education institution is preferred. However, any requisite combination of education and experience will be considered. Leadership in Energy and Environmental Design (LEED) certification is required.

Closing date: Position is opened until filled. Priority consideration will be given to application materials received on or before January 31, 2020. Applications will be accepted until position is filled.

Application process: Qualified candidates must submit a letter of interest, a current resume, and titles, phone numbers and e-mail addresses for three professional references. Final candidates are subject to employment and credential verification, as well as, reference and background checks. Submit all information electronically **via e-mail** with "Director of Facilities and Sustainability" in the subject line to: Ms. Vickie Hairston, HR Representative, Senior at hepc.hr@wvhepc.edu.

Equal Opportunity/Affirmative Action Employer/Veterans/Disabled

The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.