Job Title	Assistant Director of Facilities Information
PVN ID	VC-2008-003699
Category	Managerial and Professional
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	FPCM - Facilities Planning
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 27, 2020 (Or Until Filled)

General Description

DESCRIPTION

The City University of New York (CUNY)is the nation's leading urban public university, comprising 25 institutions: eleven senior colleges, seven community colleges, and seven graduate, honors and professional schools. The University serves more than 275,000 degree-credit students and 250,000 continuing education and certificate students. CUNY's physical plant is comprised of campuses with 28 million gross square feet in 296 buildings. These facilities are supported by an approximately $3 billion, multi-year capital improvement program.

CUNY's Department of Facilities Planning determines campus space needs of all of the University's twenty-five institutions; performs space utilization studies; develops and manages the facilities information system for all of the campuses as well as capital request and project databases; manages the development of physical master plans; programs new buildings and renovations to existing buildings, assists the Department of Capital Budget in preparing the University's annual Capital Budget Request and develops capital projects that are funded through public, private or combined sources.

Salary commensurate with experience.

Review of applications to begin immediately and continue until position is filled.

Other Duties

DUTIES AND RESPONSIBILITIES

CUNY's Department of Facilities Planning seeks an Assistant Director to manage and administer CUNY's ARCHIBUS environment for the University's 25 campuses. CUNY relies on ARCHIBUS as the lead platform for all facility management data including space management and utilization, facility work requests and preventative maintenance.

Under the direction of the Director of Facilities Planning, this position is responsible for overseeing the administration and management of the ARCHIBUS environment, including product management, day-to-day operations/maintenance, system configuration and support/upgrades, and vendor management of the facility operations and space management systems in support of the University's core mission. The position is also responsible for training system users, annual and ad hoc reporting and analyses, and assuring the database and AutoCAD floor plans are kept current and accurate while complying with CUNY, FICM, and BOMA standards.

Space Management and Reporting

Responsibilities include validating and maintaining the space inventory using AutoCAD and ARCHIBUS, ensuring that drawings and database information are accurate; analyzing space data and developing reports to plan for and monitor use of the University's space. Manage space survey team. Create and manage ARCHIBUS data feeds into other university-wide systems.

- Applies a working knowledge of FICM space categorization principles including circulation, egress, common, core and amenity; and literacy in reading and interpreting floor plans.
- Develops and maintains the standards, procedures, and routines to enable the integration of electronic (AutoCAD/BIM) drawings (primarily site and floor plan drawings) with the ARCHIBUS database to enable accurate area take-offs and graphic representation of facilities building and site data.
- Provides regular data uploads to CUNYFirst and other university-wide systems.
- Work closely with the CUNY Research Foundation on the A21 space surveys in support of indirect cost recovery for federally funded research activities.
- Provide on-demand and recurring reports showing data metrics pertaining to occupancy, work orders and various data points.

System Management

Provide operations support and training for each campus's space management, building operations on-demand and preventative maintenance functions to ensure ARCHIBUS supports each campus's workflow. Configure and conduct routine system maintenance of the ARCHIBUS application and web servers. Manage relevant vendors, licenses and contracts.

- Manages the daily operations of the university's ARCHIBUS system for facility operations and space management by providing high quality training and customer service to campus customers and FPCM staff to support their use of ARCHIBUS.
- Manages communications with campus customers and with ARCHIBUS vendor and internal Facilities/ITS

staff regarding the support of ARCHIBUS. Reports to leadership regarding progress/issues/direction of ARCHIBUS as a service.

- Works with FPCM and campus customers to document current processes, to identify process improvement opportunities, and to develop future processes using ARCHIBUS functionality.
- Designs, executes, delivers, and manages training programs for ARCHIBUS users.
- Creates, documents and refines system access and use procedures.
- Manages software licenses, statements of work, and contracts.
- Maintain an up-to-date maintenance contract on all applications.
- Installs upgrades for all networked and client/server software.
- Works with vendors to design, develop, configure and deploy ARCHIBUS application to various user groups.
- Archives documentation for future use and integrates changes into existing systems.
- Keeps abreast of ARCHIBUS and other related computer technology and integration software and industry standards.

<u>Supervising Staff</u>

Manage the space survey team (currently 3 full-time staff) responsible for the updating and maintenance of AutoCAD floor plans as well as room occupancy and use data for all CUNY-occupied space.

Other duties as required.

Qualifications

 QUALIFICATIONS

Bachelor's degree and 5 years of experience in facilities data information management, preferably in higher education or other large complex organization; prior experience developing relational database management systems; expert knowledge of web-based CAFM systems (ARCHIBUS V23+ highly preferred), AutoCAD and Access software; strong planning, communication, and time management skills required; ability to work independently and supervise staff.

Minimum Qualifications

Bachelor's degree from an accredited institution.

- Five (5) years of demonstrated experience in facilities data information management in a CAFM environment.

- High degree of proficiency with AutoCAD and the Microsoft Office Suite, including Access.

- Working knowledge of space occupancy and utilization data.

- Working knowledge of facilities work-order management and preventative maintenance systems and

procedures.

Preferred Qualifications

- Experience with the implementation and deployment of a CAFM system.

- Working knowledge of the current release of ARCHIBUS.

- Working knowledge of FICM and OMB Circular A-21 space categorization standards.

- Technical knowledge and understanding of systems development, including but not limited to relational databases, query languages, and programming languages.

- Strong documentation skills.

- Experience managing facilities information for a multi-site organization.

- Exceptional interpersonal, verbal and written communication skills.

- Organizational, project management, and time management skills with a high degree of attention to detail.

- Ability to work independently, collaboratively, and effectively with personnel of diverse backgrounds, rank and levels of technical expertise.

- Ability to exercise a high level of judgment, prudence, discretion and integrity.

- Ability to deliver differentiated instruction (format and content) to meet the needs of our diverse end-user population.

- Related experience in a higher education institution.

- Experience supervising technical staff.