Job Title	Director of Facilities Information Systems
PVN ID	VC-2509-007017
Category	Information Technology
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT

Department	
Status	Full Time
Annual Salary	$175,000.00 - $185,000.00
Hour(s) a Week	35
Closing Date	Nov 15, 2025 (Or Until Filled)

General Description

The Office of Facilities Planning, Construction, and Management (FPCM) for The City University of New York (CUNY) is responsible for the University's Capital Program, which provides new facilities, renovations, and upgrades to the University's 300 buildings across 26 colleges and professional schools. FPCM's goal is to preserve the University's campus assets, and when appropriate expand the University's facilities portfolio, to meet 21st century demands. The Director of Facilities Information Systems will report directly to the Vice Chancellor of Facility Planning, Construction and Management and provide support to Project Managers and Assistant Directors by evaluating system solutions and improving departmental workflows.

Other Duties

Key responsibilities include, but are not limited to:

Software Management and System Solutions

- Development and continued enhancement of various MS SQL database applications in coordination with the Departments of Construction Management, Space Planning, Capital Budget, Contracts, Vendor Integrity & Investigations, and Facility Operation
- Have strong negotiating skills with consultants to align their solutions with CUNY's business requirements and goals
- Receives training on the different facilities systems such as PMWEB for CUNY's Project Management System and PMWeb development, Archibus System for space planning and work order maintenance systems, Koronos time Keeping System, etc
- Participate in all facets of the PMWeb System and underlying database administration
- Maintain, update, and validate data within PMWeb and Archibus and internal databases to ensure accuracy and consistency, including the development of data validation algorithms and tracking/reporting tools

- Identify PMWeb enhancement opportunities and work with project management staff, PMWeb technical resources and the PMO to implement
- Perform SQL queries and database operations to support reporting, auditing, and data validation
- Develop, manage, and analyze datasets to provide actionable insights for project management and decision-making
- Develop and maintain C# applications to support data processing and integration efforts
- Interacting with the CUNY Office of Computing and Information Services and the Dormitory Authority of New York (DASNY)
- Understanding system integrations and assisting with hardware and software selection

Coordination & Communication

- Act as the primary point of contact between the institution's project management & Facility Operations team and PMWeb & Archibus technical support representatives
- Facilitate clear communication to ensure system issues, data requirements, and workflow processes are addressed promptly
- Document and communicate updates, issues, and solutions regarding data workflows and PMWeb and Archibus systems use, including automated workflow tracking/alert systems
- Other duties as assigned

Qualifications

Required

- Bachelor's degree in information systems, Data Science, Business Analytics, Engineering, Computer Science, or a related field; OR equivalent relevant experience
- Five years of experience with the implementation, configuration, maintenance, and operation of different information systems
- Proficiency in advanced query writing and managing relational databases
- Must know HTML, CSS, v.5, C++, and SQL, and be able to embed, troubleshoot, and test both JavaScript and VB Scripts within web pages
- Strong skills in Microsoft Excel (formulas, pivot tables, data analysis) and similar tools
- Excellent attention to detail and ability to work with large datasets
- Strong written and verbal communication skills, with the ability to translate technical information into clear, actionable language
- Must have administered an MS SQL server and demonstrated creating/testing/troubleshooting backup schedules and performing restores, including writing and debugging SSIS scripts
- Must have at least 2 years of hands-on experience in utilizing MS IIS web services

Preferred

- Familiarity with construction project management systems such as PMWeb or similar platforms
- Experience with data visualization tools (e.g., Power BI, Tableau)
- Familiarity with building maintenance operations and work order systems
- Knowledge of facilities planning, construction, or capital project management processes in higher education or public-sector settings
- Basic understanding of data governance and compliance requirements

Key Competencies

- Analytical thinking and problem-solving
- Strong interpersonal and collaboration skills
- Organizational and time management abilities
- Initiative to learn and adapt to evolving systems and processes
- Demonstrated ability to understand complex problems with multifaceted aspects and skillful at negotiating and bringing consensus for solving issues