

Position Vacancy Announcement

ASSOCIATE VICE PRESIDENT FOR CAPITAL PLANNING & DESIGN

Bowling Green State University

Position Summary

The Associate Vice President for Capital Planning and Design is responsible for leading capital planning and design efforts for the University; the AVP serves as the primary advisory to the CFO and the administration on capital planning and construction projects; and is responsible for the direction and supervision of all capital project planning, development of initial project funding plans, and budgetary monitoring, and construction activities impacting the University's physical environment and infrastructure.

Essential Duties, Tasks and Responsibilities

Planning and Leadership responsibilities:

Primary position responsible for leading, directing and managing all activities associated with the Office of Capital Planning and the Office of Design and Construction. This includes, but is not limited to:

- Leading the bi-annual planning effort resulting in the submittal of the required Six Year Capital Plan to the Ohio Board of Regents,
- Leading the long range strategic capital planning efforts as well as the daily, on-going capital planning efforts, and activities associated with developing specific projects, timelines, preliminary project estimates/budgets, financing requirements, etc. for all University (BG & Firelands campuses) capital projects – including state funded, locally funded, and gift funded for educational, administrative, auxiliary and student service needs.
- Responsible for developing and managing the implementation of the university's campus master plan as it relates to capital improvements and renovations of campus buildings. This effort involves multiple constituent groups: Board of Trustees, executive officers, deans, departments chairs, faculty, staff and students.
- Directing the development of planning and construction documents, financing plans, contracts, policies, procedures, practices, actions or any necessary matter pertaining to the capital project process. Work with the CFO and other executive officers to execute planning strategies and processes that provide guidance to the University for capital planning activities.
- Responsible for monitoring activities and executing appropriate strategies in response to or in anticipation of: legislative actions, judicial decisions, regulatory developments, Board of Regent directives and deadlines.

Supervision, management and oversight responsibilities:

- Directs the implementation of all projects developed by the Capital Planning unit. Provide supervision for all design, budgeting, scheduling and construction of all new construction and renovation projects on the campus. These projects require the fiscal management of state capital funds, local funding, general revenue bonds, grants and gifts.
- Direct and coordinate capital improvements and services for the University with the state of Ohio department of administrative services, Board of Regents, and provide appropriate liaison with the City, County, and State planning authorities. Serve as the liaison with the Office of the State Architect (SAO).

- Issues proposals and lead the selection process for all design consultants (architects, engineers, soil engineers, environmental engineers, interior designers, construction management, etc.)
- Directs the development of construction schedules, including targets and milestones within the schedules. Directs the development of fee schedules for projects. In consultation with the CFO, create an initial project budget; develop detailed construction budgets, and associated support materials necessary to present and obtain BOT project approval.
- Directs the designing of building specifications to meet usage and efficiency requirements; oversee and review preparation of project plans and specifications; prepare contract documents (i.e. plans, specifications, proposals, contract forms, etc.).
- Develop and conduct presentations on capital projects.
- Directs the HEI facility data gathering (Ohio Board of Regents) and timely reporting. Responsible for the utilization of the data gathered to insure informed capital planning decisions.
- Manage and direct the personnel with in the Office of Capital Planning and Design and Construction. Establish the reporting structure and job responsibilities for all employees.
- Other duties as assigned.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills or Abilities

- Critical thinking, problem solving
- Sound business and financial management skills: budgeting, planning, writing and/or interpreting complex contract documents
- Ability to translating two-dimensional drawings and visualize a three-dimensional environment
- Working knowledge and understanding of local, state and federal building codes and regulations, although full knowledge is not necessary.
- Ability to communicate effectively with state regulators, administrators, legal counsel, consultants, vendors, contractors, skilled labor and non-technical individuals
- Understanding of construction techniques/procedures, the ability to work with a wide variety of people with broad backgrounds.
- Power of persuasion and the ability to diplomatically convey one's view point and position.
- Ability to multi-task, prioritize work responsibilities, organize complex information, and ability to make decisions in a timely manner
- Attention to detail and an ability to utilize information gathered to properly inform decision making.
- Verbal and written communication skills, including public speaking and group presentations
- Sense of urgency – ability to complete projects timely and cognizant of the constraints created by the academic semesters and NW Ohio weather.
- An ability to understand the concept of “return on assets” and apply it to decision making (i.e., renovate vs. build new)
- Demonstrated understanding of balancing the competing goals of “function over form” and “form over function.”

Minimum Qualifications

Bachelor's degree required in architecture, engineering or related planning field; or combination of degree and sufficient years of experience in the field to demonstrate mastery. Master's degree in public administration (MPA) or Master's in Business Administration (MBA) is preferred. Certification or licensing as an architect, planner or other related professional acknowledgement is highly desirable but not required.

Requires seven to ten years experience as project manager for design and construction of large capital projects with 5 of those years in a college, university, city, county, or other public-sector environment preferred. Three years progressing management experience directing others. One to

three years preferred experience with Ohio Department of Administrative Services regarding capital improvements.

Salary

Full-time administrative staff position. Administrative grade level 20, minimum salary \$66,271. Salary is commensurate with education and experience. Full benefit package available.

To Apply

Submit cover letter w/email address, resume, and contact information of 3 professional references to:

Office of Human Resources (Search L-60999)
100 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403-0201

Review of applicants will begin on March 3, 2008 and will continue until the position is filled.

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.