

The City University of New York: Job Posting

Kingsborough Community College

Title	Campus Facilities Officer
Payroll Title or Level	Associate Administrator
Location/Department	Vice President for Finance and Administration
Position Type	Executive and Senior Administrative
Overtime Eligibility Status	Exempt
Pay Details	Salary is commensurate with qualifications and experience. This is an Exempt Executive position.
College Web Site	http://www.kbcc.cuny.edu/
Notice Number	EA11962
Closing Date	Open until filled. Review of applications to begin 7/3/06.

Position Description and Duties

Applications are invited for the position of Campus Facilities Officer at Kingsborough Community College of the City University of New York, a community college located in Brooklyn, New York. Reporting to the Vice President for Finance and Administration, the Campus Facilities Officer is responsible for the coordination and administration of the planning, design and construction of new buildings, additions, and modification to existing buildings.

The Campus Facility Officer is instrumental in the long range planning for the College and oversees and coordinates major projects including developing project objectives with senior administration and establishing priorities; providing administrative direction to staff and management by applying specialized and technical knowledge in the execution of activities related to planning and construction projects; serving as liaison with the CUNY Department of Design and Construction Management, the Dormitory Authority of the State of New York, and with the Department of Buildings.

The Campus Facilities Officer is also responsible for managing and supervising an in-house staff of architects, interior designers and clerical personnel, and for reviewing and approving construction documents for small scope alterations prepared in-house; developing scope of capital projects including feasibility proposals, budget cost estimates, and preliminary program planning, and preparing Capital Budget Requests; reviewing and approving design drawings and specifications and construction documents prepared by outside consultants; serving as technical expert on issues related to buildings and construction; and other duties assigned by the Vice President for Finance and Administration.

Qualification Requirements

A Baccalaureate Degree in Architecture or Engineering plus eight years applicable experience is required. In addition, the successful candidate must possess a Professional Engineer (PE) or Registered Architect (RA) license. Over 10 years of progressively diversified technical experience in several disciplines such as architectural design/ engineering design, field supervision of systems, technical report writing. At least 5 years of supervisory experience over professionals and contractors. Prior position as Assistant Director, Section Head, or Field Superintendent would be preferred. Related experience in a university setting is desirable. Excellent verbal and writing communication skills are essential, in addition to technical knowledge. Candidate will lead groups, explain and develop programs, chair meetings and resolve conflicts. Candidate must be well organized, have strong oral and written communication skills, excellent interpersonal skills, and the ability to work as part of a team handling multiple projects. Candidate must be able to interface with all levels of employees in a unionized and public sector environment. Knowledge of AutoCAD and Archibus systems essential.

To Apply:

Requested Items **Send cover letter and resume to:**

Respond To:

Dean Rebecca Fraley-Corrado
Acting Director, Human Resources and Labor Relations
Kingsborough Community College
2001 Oriental Boulevard
Brooklyn, New York 11235

E-mail: Apps.inst@kbcc.cuny.edu

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