



<b>Job Title</b>	Director, Resource Management	<b>Job Code</b>	FS0435
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	22
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Facilities	<b>Union Code</b>	000
		<b>Subfamily</b>	Facilities Administration

**Job Family & Subfamily Summary**

**Facilities Professionals** plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

**Facilities Administration Professionals** provide executive leadership to various units within the facilities areas.

**Job Summary**

Manages diverse units and functions. Manages policies, procedures, data calls, special projects, budgets, accounts receivable, accounts payable, internal audit, university capital budget, IT hardware and software support and application development, and Enterprise and Logistics units.

**Representative Duties**

1.
  - Develops university facilities-related policies, procedures, and regulations
  - Develops, implements, and enforces policies and procedures, and ensures department compliance with Federal, State, and university laws, rules & regulations, guidelines, and policies
  - Provides organizational and support to the Associate Vice President and departments

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
8+ years of relevant work experience 3+ years of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.