JOB DESCRIPTION

Associate Director of Facilities Services

Definition of Class
This is a supervisory position in which the incumbent assists the Director of Facilities Management in directing, administering, and coordinating the activities related to the operation and maintenance of the University’s physical assets and facilities. The incumbent frequently exercises discretion and independent judgment.

Examples of Work Performed
Assists in directing and coordinating the daily operation of the Facilities Services Division of the Facilities Management Department to include the operation of Building Services, Central Storeroom, Production Control, Special Services, Trucking/General Services, and University Service Station for the campus community, as well as the following services in support of the Facilities Management Department: Human Resources, IT support, Safety & Training, and Accounting.

Visits and inspects University facilities and meets with customers to ensure that problems or complaints are addressed and corrected appropriately and expeditiously.

Evaluates proposed policies and procedures; serves as an advisor to University officials, offering information relevant to the planning of departmental activities.

Analyzes departmental financial records and reports, and recommends proper administrative action.

Reviews departmental personnel functions to ensure proper administration.

Provides direct supervision of subordinate staff: coordinating workflow and conducting performance evaluations.

Performs other related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Maintains, analyses, and prepares fiscal records, reports and statements.

2. Assumes the responsibilities and duties of the Director in his/her absence.

3. Manages and coordinates the efforts of the Facilities Services Division of the Facilities Management Department.

4. Reviews proposed policies and procedures; and serves as an advisor to University officials.

5. Participates in the administration of the department’s personnel and financial functions.

6. Provides direct supervision of subordinate staff.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

   Physical Exertion: The incumbent may be required to lift up to approximately 10 pounds.

   Vision: Requirements of this job include close vision.

   Speaking/Hearing: Ability to give and receive information through speaking and listening.

   Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

Experience/Educational Requirements:

   Education:
   Bachelor’s Degree in Accounting, or related field from an accredited four-year college or university.

   AND

   Experience:
   Three (3) years of experience related to the above described duties.

   Substitution Statement:
   Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

Interview Requirements
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/15

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/Title IX /504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.