

University of Nebraska Central Administration
Job Description

General Information

Working Job Title: Assistant to the Director of Facilities	Job Family: Admin Business Operations	Job Family Zone: Associate - 49242300
Position Number: 28	Department Name: VP for Business and Finance	SAP Organization Unit Number: 50000096
Employee's Name:	Date of Last Update: March 28, 2014	Title of Supervisor: Assistant VP/ Director of Facilities, Planning, and Management
SAP Personnel #:	Last Updated By: HR	Name of Supervisor: Rebecca Koller

Position Summary

This position works directly with and provides support to the Assistant Vice President for Business & Finance, Director of Facilities Planning & Management, others within the office of the Vice President for Business and Finance (VPBF), and the President's staff in Central Administration. 1) Generates and provides capital project documentation required to fulfill the Board of Regents policies and those dictated by Nebraska state statutes. 2) Coordinates with campuses and university constituents. 3) Coordinates building operations of Varner Hall and 4) Functions as a member of the VPBF administrative support team.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
<p>This position is responsible for coordinating with campus facilities departments and university constituencies (i.e. Coordinating Commission, state, architects and engineers) timeframes and deadlines, meetings, guidelines and processes, studies and plans of physical facility needs and reports relating to capital facilities. In addition, this position maintains documentation relating to construction and contracts, Project Review Board, biennial Capital Construction Budget Request, architect and engineering selection, and various policies and reports.</p> <p>Capital Project</p> <ul style="list-style-type: none"> • Capital Construction Budget Request – Compiles and submits the biennial Capital Construction Budget Request to the State. This includes capital and deferred maintenance projects. • Projects Requiring CCPE Approval - Provides the necessary documentation to CCPE for their review & approval. Tracks CCPE actions. • Revenue Bond Projects - Provides documentation for revenue bond projects approved by the Board of Regents to the Legislature. • Project Status Reports - Compiles information on all capital projects approved by the Board of Regents. Detailed items for each project are tracked and analyzed. The following reports are generated: Quarterly Construction Report, LB 605 Project Status Report, Report to Board of Regents on Projects Greater than \$5 million, Six Year Capital Plan, Capital Construction Report • Project Review Board - This position coordinates reviews with the board and campuses, provides contracts and maintains records for documentation and payment to board members. • Selections for Architect / Engineers; Design / Build; CM/GMP – Maintains the Policies and Procedures for qualification based selections and provides direction to campuses for selection compliance. Works with the campuses and Project Evaluation Board to schedule meetings and compiles the evaluations following receipt of the Statements of Qualifications for the short list and interviews. Following selection schedules and facilitates debriefings with the firms 	70%	*

<p>submitting Statements of Qualifications with the Director of Facilities.</p> <ul style="list-style-type: none"> - Four-Year Architect / Engineer (A/E) Firms - Every four years a qualified group of architect/engineer firms are selected for smaller projects. This position coordinates the selection process as well as tracks projects assigned to successful firms. - Certified Architect/Engineer (A/E) Firms - This position annually updates the list of certified Architect/Engineer firms. • Program Statements - Program Statements going to the Board of Regents are reviewed for proper format as required by the university and state. • Intermediate Design Reports - Prepares Board of Regents agenda item for Intermediate Design Reports following approval project approval by the Business Affairs Committee. <p>Tracking - Maintains records for:</p> <ol style="list-style-type: none"> 1. Board Approved Capital Projects 2. CCPE Projects Requiring Approval 3. Historic Records of A/E / Contractors Selected 4. Project Review Board Meeting Information 5. Contracts signed by architects/engineers & contractors 6. Annual LB 309 Task Force university allocations 7. Project Evaluation Board Pool <p>Research Information - Provides research as requested, or anticipated, for the Director of Facilities.</p> <p>Key Dates Calendar - Maintains a calendar that lists responsibilities and due dates for all facilities activities.</p> <p>Facilities Management Information Report - Requests detailed information from the campuses on an annual basis, compile and publish. Information is then provided to state/ CCPE.</p> <p>State Building Division - Building Inventory - Assists the state in maintaining the list of University of Nebraska buildings and land by coordinating with the campuses.</p>		
<p>Varner Hall: Select custodial firm and work out contract. Utilize legal counsel for contracts. Work with custodial firm for proper cleaning and care of the building. Functions as a member of the VPBF support team assisting other staff and performing other duties as assigned.</p> <p>Maintenance & Operations: Varner Hall Maintenance Issues – Work closely with UNL Facilities Maintenance staff for the proper maintenance of the building. Issues range from electrical, mechanical, painting and moving services and emergency items as may occur.</p> <p>Landscape Services: Keep landscape services informed on any observed problems or requests including snow removal, ice buildup, damage or improvements to grounds, and possible changes for budget savings.</p>	20%	
<p>Risk Management – Detailed information from the FMIR report along with additional information from Risk Management is provided to the University’s insurer.</p> <ul style="list-style-type: none"> • Projects Requiring Builders Risk Insurance - Requests on an annual basis the information from the campuses. Calculates builders risk insurance required for each project with construction cost over \$100,000. Coordinates and submits to University Accountant for payment of premiums from the campus projects. 	10%	

Zone Definition Factors

Nature/Complexity of Work

This person is responsible for generating and providing reports to the state and Board of Regents as required by policies and state statutes. This position requires an individual who works with considerable independence and initiative, and exercises sound judgment in accomplishing the projects assigned. Attention to detail, accuracy and sensitivity to confidential information in addition to excellent written and oral communications, technical and time management skills are required for purposes of composing reports and documents to exchange information. Knowledge of the University of Nebraska's organization structure and policies and procedures as they relate to both the current university facilities and future capital construction projects in order to provide administration and support functions and interrelationships among the campuses and groups served is essential to this position.

Problem Solving/Decision-making

The quantity and diversity of requests that come to this position require the ability to work under pressure; with deadlines and confidential/ sensitive information; to identify key facts, issues, and/or complaints which may require immediate attention, further evaluation, or follow up. This position coordinates and assesses capital project information according to university policy and state statutes. Responsible for assigning time lines for necessary information coordinated by this office. Exercise decisions on appropriate management of Varner Hall maintenance issues, security issues, and safety issues.

Strategic Impact

Accuracy and attention to detail are critical in this position. This individual is required to be proficient and conscientious when compiling and reporting all data in order to provide accurate information to State / CCPE, university campuses, architect/engineer and contracting firms.

Know How

This position routinely uses knowledge and experience with University of Nebraska Policies and Procedures and state statutes regarding facilities capital projects, including analyzing schedules, creating and implementing time lines, managing data, and creating reports to provide accurate information to State / CCPE, university campuses, architect/engineer and contracting firms. This position requires excellent interpersonal skills with strong orientation toward diplomacy, tact, compassion, collaboration and teamwork; exceptional verbal, writing, editing and proofreading skills; proficiency in word processing, spreadsheet, database and Web or Internet applications in a Windows environment.

Interactions

University of Nebraska administrators and legal counsel. All staff in Varner Hall. Campus Vice Chancellors, Facility Directors and their staff, Risk Management staff, Facility Maintenance staff, personnel in the State Budget Office, CCPE and architect / engineering and construction contract firm representatives and university constituencies. This position must be ready to use opportunities to speak well of and represent the University of Nebraska in a positive manner.

Supervision

This position exercises in-direct supervision over custodial services assigned to Varner Hall and receives limited and in-direct*, supervision from Assistant Vice President for Business & Finance and Director of Facilities Planning & Management. (*based on experience in the job)

Minimum Qualifications

Associate degree and 5 years of experience in capital project management environment. Proficiency and accuracy in word processing, spreadsheet, database, and Web/Internet applications in a Windows environment is required. Experience with University of Nebraska Policies and Procedures and state statutes regarding facilities capital projects are desired. Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired may be considered.

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours								<i>Indicate intermittent or constant</i>		
	0	1	2	3	4	5	6	7	8	Intermittent	Constant
Sit	0	1	2	3	4	5	6	7	8	X	_____
Stand	0	1	2	3	4	5	6	7	8	X	_____
Walk	0	1	2	3	4	5	6	7	8	X	_____
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8	_____	_____
Explain											

2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X	_____	_____
Bending	X	_____	_____
Kneeling	X	_____	_____
Reaching	_____	_____	_____
➤ Overhead	X	_____	_____
➤ Forward	X	_____	_____
➤ Low	X	_____	_____
Twisting	_____	_____	_____
Crawling	_____	_____	_____
Climbing	_____	_____	_____
➤ Ladder	X	_____	_____
➤ Stairs	X	_____	_____
➤ Other	X	_____	_____
Walking on rough ground	_____	_____	_____
Exposure to changes of temperature/humidity	_____	_____	_____
Exposure to dust/fumes/gases/chemicals	_____	_____	_____
Being near moving machinery	_____	_____	_____
Working from heights	_____	_____	_____

3. THIS POSITION REQUIRES EMPLOYEE TO:

	Indicate letter in appropriate Space:			
	LIFT=L Less than 2 hrs daily	CARRY=C Up to 2 hrs daily	PUSH=P Between 2-5 hrs daily	PULL-PL Over 5 hrs daily
11 - 24 lbs	L C P PL	_____	_____	_____
25 - 49 lbs	_____	_____	_____	_____
50 - 74 lbs	_____	_____	_____	_____
75 - 100 lbs	_____	_____	_____	_____
* Over 100 lbs	_____	_____	_____	_____

* If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding	_____	_____	X
Filing	_____	_____	X
Other Explain:	Operation of a computer mouse, telephone, and fax/copy machine		

5. POSITION REQUIRES ATTENDANCE AT THE WORKPLACE

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

May provide incidental guidance to others. [1]

Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment= AB Associate Zone – not a benchmark position	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	March 28, 2014
Supervisor:		
Administrator:		