



DATE ISSUED: 06/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director of Resource Planning and Assets

JOB SUMMARY

Performs responsibilities relating to the coordination and oversight of financial, technical and administrative work for facilities resource and asset management. Oversees the preparation, submittal and update of THECB campus master plan data, space planning, and all associated state and/or university reporting requirements. Develop operational databases, report assimilation, and departmental tracking systems. Manage all activities relating to State Property Accounting (SPA); physical facilities inventory; warehouse operations; logistical control; shipping and receiving; institutional effectiveness; and strategic planning. Exercise considerable latitude for independent judgment under broad general supervision. Provides oversight for Risk Management and reports all findings to the AVP. Work is performed under the supervision of the Associate Vice President of Facilities Management and Construction and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President of Facilities Management and Construction

Supervises: Coordinator of Property Control, Assistant Coordinator of Property Control - Denton, Warehouse personnel, and Safety Coordinators

PRIMARY DUTIES - May include, but not limited to the following:

Oversees and assists in the development and execution of facilities audits and conduct site visits of all campuses.
Develops and maintains on-line data entry systems for Facilities Inventory, Campus Master Plans, Project Submission, and Project Tracking systems; these activities involve updating, editing, and making summaries of data, interpreting codes, conducts edits of data, and interacting with institutional reporting officials to resolve discrepancies or to clarify reporting procedures, and maintains and updates documentation and procedures.

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Assists in the analysis of appropriations, budgets, facilities space and utilization models, and strategies for securing the most competitive advantage for the university.

Develops and maintains well-documented computer and management information systems applications in databases, spreadsheet, and statistical programs, prepares reports and, verifies data, computations and proofreads reports.

Responsible for compliance with State Property and Accounting regulations relating to asset management for all campuses.

Responsible for reporting of all university capital and controlled asset activity including acquisition by purchase, donation, gift, etc. or disposal transactions relating to state property accounting or other agency reporting requirements.

Responsible for keeping work procedures current to assure that associates are knowledgeable of asset controls and reporting requirements. Provide periodic training as required to ensure a clear understanding of the reporting requirements.

Periodically reviews existing data bases to assure that facilities data is being gathered accurately and efficiently.

Structures reports for department use and submission to other State agencies.

Assists in the establishment, review, and revision of control systems for facilities development and management programs that meet all university objectives, assure adherence to institutional governing boards and Texas Higher Education Coordinating Board (THECB) rules.

Provides oversight for the university's Risk Management program in conjunction with the Associate VP of FMC and the environmental health and safety division.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Serves as lead for the department's staff in conducting complicated correlations and reviews of data for reporting at various levels.

Works closely with the Associate Vice President to identify resource needs to achieve the university's goals for Closing the Gaps.

Performs other duties as requested.

EDUCATION

Bachelor's degree in from an accredited college or university with a major in business, accounting, statistics or a related field.

EXPERIENCE

Minimum of eight years of progressively responsible experience in activities related to the position. Must have experience in strategic planning, supervising personnel, and be proficient in

database, spreadsheet, and work processing software. Demonstrated experience in multi-tasking.

REQUIREMENTS

Valid Texas driver's license and a safe driving record such as required by the university for Driver's Authorization.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of higher education financing and knowledge of facilities planning is desirable.

Demonstrated excellent computer skills including a working knowledge of financial data analysis software.

Demonstrated the abilities to: initiate, coordinate, execute and evaluate the work of the professional and technical staff.

Demonstrated the exercise of sound judgment and discretion in interpreting and applying relevant policies and procedures.

Demonstrated ability to accomplish both regular workload and special assignments with limited supervisor intervention.

Ability to work successfully with committees to accomplish tasks and able to travel up to 10 percent of the time.

Thorough knowledge of modern warehouse methods and procedures and department's computerized systems.

Knowledge of storing and cataloging methods for all types of merchandise.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance

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vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25+ pounds.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.