VACANCY ANNOUNCEMENT
Posted May 22, 2024

Position Title: MUS Director of Facilities
Salary: $130,000 to $140,000

The Office of the Commissioner of Higher Education (OCHE) invites applications for the position of MUS Director of Facilities.

This position is a full-time, term-contract position renewable annually in accordance with Board of Regents (BOR) personnel policies. The position is eligible for employee benefits (health insurance, sick leave and vacation leave, state holidays, retirement program, staff & dependent tuition waivers in accordance with state law and BOR policy).

Description of Work Unit

The Montana University System (MUS) is the state-supported system of higher education in Montana governed by the BOR and administered by OCHE. OCHE serves as BOR staff in the board’s constitutional responsibility to coordinate, supervise and manage the MUS. The MUS delivers an array of teaching, learning, research, and support services to more than 45,000 enrolled college and university students across 16 campuses in Montana. The University of Montana and Montana State University, and their affiliate institutions, employ approximately 9,100 full-time-equivalent employees in faculty, staff, professional and administrative positions.

The MUS Director of Facilities leads MUS system-wide governance related to campus facilities management. This position serves as the primary liaison between OCHE and the MUS campuses for facilities planning, requests, and problem solving.

This position fosters stewardship-based and pragmatic decision making in collaboration with the MUS campuses. By orchestrating campus-specific strategic approaches, this position enables facilities planning and practices that align with the overarching MUS mission and goals.

Duties and Responsibilities

Duties performed by the MUS Director of Facilities as supervised by the Deputy Commissioner for Budget and Planning, include:

- Serve as OCHE’s representative and chief subject matter expert in all areas of facility management.
• Organize and articulate MUS facilities related goals.
• Assemble data and key performance indicators for MUS campuses regarding facility condition, quality, and programmatic needs.
• Collaborate with campus leadership to conduct needs assessments and develop unique strategic approaches to facilities management to meet each campus’s needs and align with overall MUS goals.
• With a pragmatic yet forward-looking campus stewardship view, evaluate and refine all facilities-related initiatives, ideas, and plans that will result in requests being presented to OCHE and the Board of Regents.
• Collaborate with campuses on development and review all MUS facilities-related BOR requests. Apply benchmarks, industry data, and professional judgement to prequalify the validity of requests’ with information from a necessity, cost, financing, schedule, constructability, and operational perspective.

• Advise LRPB Processes
  • Provide guidance to campuses to develop Long Range Building Program-Deferred Maintenance and Capital Project priorities, approaches, and eventually proposed projects.
  • Assist with representing OCHE in the biennial LRPB planning process.
  • Provide support in preparation for, and during, the biennial Legislative session.
  • Provide guidance to campuses to establish auxiliary facilities long range planning processes.

• OCHE representation for major renovations and capital projects:
  • Represent OCHE during the planning and implementation of major renovation and capital project work.
  • Collaborate with the campus’s Owners Representative to assure project execution is delivered in a manner supportive of campus and MUS goals.
  • Collaborate with the Department of Administration/State Architecture and Engineering Office to assure quality control and fiscally responsible practices are exercised throughout project delivery.
  • Act as an ad hoc resource to campuses and planning teams for technical, operational, and financial issues.

• Advise OCHE and campuses on operational issues.
  • Act as a resource for campus facilities related issues including; but not limited to; campus planning, engineering/utilities, and facilities operations.
  • Coordinate with UM/MSU to forward key Facility Management plans and operationalize them:
    ▪ Facility and Infrastructure Condition Assessments
    ▪ Programmatic Need Assessments
    ▪ Space Management
    ▪ Auxiliary and Sports Facilities Plans
    ▪ Risk Identification, Assessment, and Mitigation
    ▪ Third-party initiatives
    ▪ Coordination facility plans born from donor and third-party funding opportunities
  • Advise on major contractual arrangements.
Qualifications

- Bachelor’s degree in engineering, architecture, or a related field;
- Five years of dedicated engineering job-related experience;
- Three years of senior-level management experience in a University or College setting;
- Other combinations of education or experience may be substituted;
- Professional Engineer licensure is required.

Application Requirements

Please submit (1.) a cover letter that addresses the qualifications, duties and responsibilities listed in the vacancy announcement, (2.) a comprehensive resume, and (3.) a list of three professional references. Applications may be mailed to OCHE (Attention: Human Resources), PO Box 203201, Helena, MT 59620-3201, or emailed to OCHEhr@montana.edu. Electronic submission of application materials is encouraged.

The position is open until filled. Candidates should submit applications by 5:00 p.m. on Tuesday, June 11, 2024, to receive early consideration in an initial screening of applications. This position is eligible for veterans’ preference in accordance with state law. Approval will be obtained before contacting the candidates’ current employer.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Office of the Commissioner of Higher Education at 406-449-9155. TDD users may use the relay service by dialing 711.

An EEO Employer