

**Kansas Board of Regents
Position Description for
Director of Facilities**

Date: January 15, 2020

Name:

Position No.: K0058104

Supervisor: Senior Director for Finance and Administration

Brief Description of Position: The Director of Facilities represents and advises the Senior Director for Finance and Administration, the President and CEO, and the Board of Regents on matters pertaining to the state university system facilities.

Position Duties:

- Provide leadership and oversight to the campus architects and other institutional officials to offer solutions to problems, facilitate learning processes, and effect consistency;
- Act as the liaison between the state universities and the Department of Administration, State Fire Marshal's Office, and other state agencies;
- Represent the Board before the Joint Committee on State Building Construction and other legislative committees, as well as other various assigned committees i.e. state negotiating committee to select and negotiate fees for design professionals on all state university capital projects;
- Work cooperatively with state officials and assist in improving the general understanding of the building needs of the state universities;
- Establish priority listings of new construction projects and other major capital improvements involving remodeling and additions;
- Establish priority listings of major repair and rehabilitation projects;
- Offer leadership and guidance in the preparation and updating of long-range development plans for each state university campus;
- Promote the concept of long-range planning and translate such concept into an effective plan for action;
- Establish and monitor guidelines for architectural program content;
- Monitor space utilization studies as a basis for determining additional building needs;
- Maintain a detailed inventory of campus buildings;
- Develop plans to establish the scope and cost of buildings;
- Assist in the development of policies and procedures related to facilities-related areas;
- Review and make recommendations to the Board related to all land transactions, including leases, easements, sales or acquisitions of real property;
- Review and make recommendations to the Board related to bond issuances to fund construction or improvements upon Board owned property;
- Build consensus with constituents groups such as the American Institute of Architects Kansas (AIA), the Association of General Contractors of Kansas (AGC), and the Kansas

Consulting Engineers;

- Serve as facilities manager for the Board office, assist with office lease negotiations, maintenance needs, space planning and equipment procurement;
- Conduct other duties as assigned by the Senior Director for Finance and Administration.

Supervision Responsibility:

- The position indirectly provides leadership and oversight to the university system architects.

Minimum Position Requirements:

- Bachelor of Architecture (B. Arch.) professional degree (five-year program) from a NAAB (National Architectural Accrediting Board) accredited program.
- Experience: Minimum of five years of progressively responsible experience in facilities planning/management.

Preferred Position Requirements:

- Experience with the legislative process and in working within the framework of a board structure.
- Director will have been involved in facilities planning/management in a higher education setting.
- Possess the demonstrated capacity to provide leadership and oversight of university architects and other facilities experts from across the state universities.
- Director should understand current issues facing higher education facilities, both at the state and national levels.

Special knowledge, skills, abilities:

- Strong background in architecture, campus planning and construction;
- Interpersonal skills that allow the candidate to work with a diverse group of constituents;
- Commitment to timely and dedicated service; and
- Effective oral and written communication skills.

Special qualifications:

- Licensed to practice architecture in the State of Kansas, or the ability to obtain reciprocity within one (1) year of employment.