



**R.H. PERRY & ASSOCIATES**  
SEARCH COUNSEL TO HIGHER EDUCATION

EXECUTIVE SEARCH PROFILE



CALIFORNIA STATE UNIVERSITY  
**SAN BERNARDINO**



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**DIRECTOR OF FACILITIES MANAGEMENT**

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California State University, San Bernardino (CSUSB) requests applications from and nominations of accomplished, innovative leaders for consideration as the new Director of Facilities Management.

## THE UNIVERSITY

California State University, San Bernardino is a preeminent center of intellectual and cultural activity in Inland Southern California. Opened in 1965 and set at the foothills of the beautiful San Bernardino Mountains, the university serves more than 20,000 students each year and graduates about 4,000 students annually.

The “value added” by a CSUSB education ranks in the top 4 percent in the nation, according to the Collegiate Learning Assessment, a sequence of tests used by hundreds of colleges and universities nationwide that measure student learning in the freshman and then in the senior year. First-to-second year retention rates are third highest among all CSU campuses.

CSUSB reflects the dynamic diversity of the region and has the most diverse student population of any university in the Inland Empire, and it has the second highest African American and Hispanic enrollments of all public universities in California. Seventy percent of those who graduate are the first in their families to do so.

The university offers more than 70 traditional baccalaureate and master’s degree programs, education credential and certificate programs, and a doctoral program. In recent years, CSUSB added its first doctorate (educational leadership), engineering program (computer science and engineering) and M.F.A. programs in creative writing and studio art/design. Every CSUSB academic program that is eligible has earned national accreditation. The university also is home to the California Professor of the Year (Stuart Sumida).

Cal State San Bernardino has seen records in enrollment, diversity of faculty and students, grant and contract funding, overhead funds, fundraising and international programs development. CSUSB ranks as the second-safest among all 33 public universities in California.

Cal State San Bernardino is listed among the best colleges and universities in the western United States, according to The Princeton Review, Forbes and U.S. News and World Report, in their respective annual rankings. It also is part of the President’s Higher Education Community Service Honor Roll, With Distinction – the highest federal recognition a college or university can receive for its commitment to service-learning and civic engagement. In addition, it is a “Military Friendly School” according to G.I. Jobs. CSUSB’s College of Business and Public Administration was named by European CEO Magazine as one of the four most innovative business schools in the U.S. and among the top 18 in the world. The Sierra Club named CSUSB one of “America’s Coolest Schools.” The university has an annual statewide economic impact of more than half a billion dollars, along with more than \$32 million in yearly statewide tax revenue.





## VISION STATEMENT OF CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

*California State University, San Bernardino will be a leading contributor to the growth and development of the region, in particular, as well as the state and nation.*

*The University will serve the region, state, and nation by preparing leaders for the 21st century with a global outlook and the skills needed for educational, social, economic, political, environmental and cultural advancement.*

*The CSUSB strategic plan is available [here](#).*

### THE POSITION

Reporting to the Associate Vice President of Facilities Planning and Management, the Director of Facilities Management has oversight and responsibility for the administrative and operational functions of the Facilities Management Department, which include automotive services, building maintenance services, custodial services, facilities support center, grounds and landscape management, heating and air conditioning, project management, and sustainability programs.

The Director of Facilities Management directs and coordinates the campus maintenance, repair, and operations program of the physical plant functions. He or she is responsible for the supervision of the heads of various sub-units within the physical plant organization, such as building trades, mechanical services, custodial and grounds.

The Director will directly supervise and mentor unit supervisors while overseeing approximately 130 employees. The Director collaborates with the department supervisory staff and other campus unit personnel on the development and management of the department budget and the prioritizing of facilities modernization and maintenance activities. The Director will carry out all other duties and responsibilities as assigned by the Associate Vice President of Facilities Planning and Management.





## THE POSITION (*continued*)

### **The Director will have the following duties and responsibilities:**

- Manages the overall operations of the Physical Plant Department, including: the performance of maintenance and custodial tasks, purchase and distribution of utilities, design and construction of renovations, and administration of contracts;
- Evaluates and ensures the efficient operation of the department, controlling operation expenses at a minimum level consistent with sound maintenance practices;
- Develops methods and timetables for work accomplishment;
- Provides administrative and technical direction and supervision to department staff in completing work assignments;
- Supervises negotiations and bids for construction and renovation contracts; administers such contracts;
- Ensures proper upkeep of facilities to include ventilation, lighting, cleanliness, sanitation, and the general appearance of building and grounds;
- Supervises remodeling and renovation projects, and the University's building, grounds, maintenance and custodial personnel; supervises tradesmen, contractors and/or their employees hired for specific contract work;
- Ensures compliance with hazardous materials disposal and other applicable regulations;
- Maintains liaison with architects, engineers, and contractors/ subcontractors engaged in plant expansion, renovation, or other major projects;
- Responsible for the maintenance and operation of the campus fire alarm systems and fire protection systems;
- Coordinates the purchase of necessary supplies, equipment and services from appropriate sources and maintains proper inventory control;
- Prepares operating budget and monitors expenditures.



## MINIMUM QUALIFICATIONS

The University seeks an action-oriented and hands-on manager who has a high level of energy. Honesty and integrity, perseverance and compassion for others are important qualities in the next Director. He or she should possess the B.S. degree in engineering or architecture, facilities management or a related field with significant supervisory and work experience, with at least five years of management experience in facilities management; demonstrated organizational skills, strong written and verbal communication skills; and, experience in team building and leading teams with a commitment to service excellence.

### **The successful candidate will have the following knowledge skills and abilities:**

- Knowledge of construction procedures and bidding processes;
- Knowledge of purchasing, personnel, accounting and budget processes;
- Knowledge of safety, environmental, energy, ADA, and Federal and State regulatory requirements;
- Knowledge of all areas of Facilities Management Services operations such as: utility systems, mechanical-HVAC equipment, mechanical systems;
- Knowledge with state and local safety, fire, construction and public access regulations experience, and an understanding of blueprints and building codes;
- Experience with utilization or implementation of IT systems to streamline day-to-day operations and services to manage campus facilities and improve customer service.
- Ability to organize work effectively and exercise independent judgment;
- Demonstrated experience successfully working with a diverse range of people and to establish and maintain effective work relationships with students, faculty, staff, and the public;
- Effective communicator, who can communicate effectively with support staff and campus leadership.
- Experience creating a highly responsive, customer-oriented portfolio of facilities related services.
- Ability to use a personal computer and other office equipment;
- Ability to respond to emergency situations effectively and timely.



## APPLICATION PROCEDURES

Applications are due by **November 19, 2015**. While the position will remain open until filled, please apply by that date. The selected candidate must successfully pass a thorough background investigation prior to appointment.

For full consideration, candidates should e-mail to [CSUSBFacilitiesDirector@rhperry.com](mailto:CSUSBFacilitiesDirector@rhperry.com) the following as Microsoft Word or Adobe Acrobat attachments: 1) a letter of interest that addresses the position responsibilities and qualifications listed above; 2) a current curriculum vitae; and 3) the contact information for three professional references.

## FOR FURTHER INFORMATION, PLEASE CONTACT:

**MR. THOMAS K. DaRIN**, *Senior Consultant*  
585 451-9385

**MR. PAUL G. DOEG**, *Chief Operating Officer*  
406 220-2129

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## POLICY

R. H. Perry & Associates is committed to the highest standards of professionalism in all dealings with candidates, sources, and references. We fully respect the need for confidentiality and assure interested parties that their background and interests will not be discussed without consent of the applicant prior to her or his becoming a candidate.

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

[www.csusb.edu](http://www.csusb.edu)

