Position Specification

Vice President for University Facilities

This Position Specification is intended to provide information about Montclair State University and the position of Vice President for University Facilities. It is designed to assist qualified individuals in assessing their interest in this position.

OFFICE OF HUMAN RESOURCES

1 Normal Ave | Montclair, NJ 07043 | 973-655-5293
Overview: Montclair State University

Founded in 1908, Montclair State is a leading institution of higher education in New Jersey. More than 20,000 students are enrolled in the University’s eight current colleges and schools. Together, the College of the Arts (including the John J. Cali School of Music and the School of Communication and Media); the College of Education and Human Services; the College of Humanities and Social Sciences; the College of Science and Mathematics; the School of Business and the Graduate School offer more than 300 majors, minors, concentrations and degree certificates, from baccalaureate to doctoral programs.

Campus life is vibrant and varied. A new Center for Environmental and Life Sciences and a new School of Business building will open this Fall. Students in the School of Communication and Media will benefit from a new high-tech, 60,000-square-foot facility where they can come together with faculty and professionals to learn, network and engage. The University’s student athletes compete in 17 Division III varsity sports. More than 120 organizations and clubs serve student interests. While the University offers all the resources of a large, comprehensive university, a student-to-teacher ratio of 17:1 and average class size of 22 provide students with individualized attention from a top-tier faculty.

The dynamic diversity of the University’s community is regularly recognized. *The Hispanic Outlook in Higher Education Magazine* regularly ranks Montclair State as a top college for Hispanics. *Diverse: Issues in Higher Education* named the University a “Top Degree Producer” among institutions that confer the most degrees to minorities.

A vibrant center for the creation of new knowledge and development of existing knowledge, and a center for artistic excellence and creativity, the University partners at local, state, national and international levels to make positive contributions to addressing issues of importance to society, to enable students to experience their ability to use knowledge in constructive ways in the world, and to share its rich array of intellectual and cultural resources with the people of New Jersey.
Montclair, New Jersey: An Exceptional Location

The University’s park-like, 250-acre campus is primarily located in Montclair, New Jersey, a diverse, affluent suburban community of nearly 38,000 residents. A picture-perfect college town, Montclair is filled with cafés and bistros, boutiques and restaurants, movie theaters and art galleries. It is home to the Montclair Film Festival, and the Montclair Art Museum, which is nationally known for its diverse collections. Live theater venues include the Montclair Operetta Company and the Wellmont Theatre.

There are numerous parks and nature reserves in Montclair, as well as public tennis courts, skating rinks and swimming pools. The town is home to minor league baseball’s New Jersey Jackals, a rugby club and a cricket team.

Montclair’s public schools serve students from kindergarten through grade 12, as do a number of private and parochial schools.

The neighboring towns of Bloomfield, Clifton and Little Falls each offer restaurants and shops and cultural activities to explore, while Newark – New Jersey’s largest city and hub for professional sports and big-name concerts – is minutes away.

Montclair is just 14 miles west of New York City and all that it has to offer. Two campus train stations provide regular service into and out of Manhattan.
The Opportunity

Reporting directly to the University President, the Vice President for University Facilities is the University’s chief facilities officer and is responsible for oversight of the University’s physical plant, energy and utilities infrastructure, and transportation systems, including the planning, development and management of new construction and renovation projects, campus planning, and maintenance of the University’s buildings, land and infrastructure. The Vice President is responsible for coordinating the capital planning processes with internal constituencies, managing architectural and engineering consultants and construction firms, and overseeing interactions with various local, state and federal regulatory agencies to ensure University compliance with applicable laws and regulations. The Vice President serves as a member of the President’s senior executive team, is responsible for providing facilities and associated business analyses to the President and the Board of Trustees, and is responsible for safeguarding the physical assets of the University and for bringing expert and creative thinking to the challenges of creating and sustaining a high quality physical environment for a large and complex public university.

Duties and Responsibilities

The primary specific responsibility of the Vice President is the effective management and stewardship of the University’s facilities and related systems, equipment and services to support effectively and efficiently the University’s fundamental mission of teaching and research. Specifically, the Vice President will:

- Provide vision and leadership in addressing the challenges associated with the continued improvement and maintenance of the University’s complex physical assets;
- Formulate and manage facilities planning, energy and utilities strategies, maintenance and repair, and all facilities related budgets, ensuring consistency with campus priorities.
- Develop and maintain a system of consistent, efficient, and reliable energy management for all University facilities, including the combined heating, cooling and power plant; utility distribution systems; and, building automation and energy management systems in support of the educational, research, and administrative activities.
- Direct the maintenance, renovation, life cycle renewal and repair of all facilities operated by the University, both on the campus and at remote locations.
- Lead the assessment, planning, development and management of the budgets, schedules, procurement activities and all external contractor activities related to renovations, infrastructure projects and new construction to ensure that the highest standards are met, within budget and schedule.
- Establish standards, and manages all external design and construction consultants and contractors engaged by the University to ensure they appropriately accomplish their contractual responsibilities or other work as requested by the University.
• Work collaboratively with all internal stakeholders involved in renovations and new construction projects, assuring the projects accommodate the University’s requirements and these internal stakeholders are regularly informed as to the status of their project.
• Direct the management of all design, construction, maintenance, inspection and testing of all facilities, infrastructure and equipment is accomplished in a manner that is both planned and consistent with industry standards and all applicable state and federal regulations.
• Establish the standards and operational effectiveness of and management of the University’s Fire Safety and the University’s Environmental Health and Safety programs.
• Maintain knowledge of the latest technologies and management techniques to facilitate effective management.
• Maintain a thorough knowledge of EPA and OSHA regulations, building codes, federal and state environmental agency requirements, and life safety standards. Serves as liaison with municipal, county, state and federal authorities, including governing bodies, and regulatory agencies.
• Stays current with regard to local, state and federal regulatory requirements.
• Develop, implement and modify as necessary the University's comprehensive campus master plan/land use plan.
• Develop and implement space utilization and facilities maintenance standards for the University.

Qualifications

The position of Vice President for University Facilities is one of great importance and responsibility for the University, requiring significant facilities expertise and experience, proven leadership and administrative abilities, excellent communication skills, and unquestioned integrity. Preferred qualifications will include:

• Appropriate academic preparation, degrees and certifications;
• Substantial and increasingly responsible facilities leadership experience;
• Experience with current integrated facilities management systems;
• Either experience in, or the capacity to make a successful transition to, a complex public university environment;
• Advanced subject matter expertise in design, construction, engineering, energy systems, and plant management;
• Knowledge about municipal, state, and federal codes and compliance requirements related to construction and plant management;
• Strong budget management experience and skills;
• The capacity for a high level of critical, analytical, and creative thinking.
Leadership

Susan A. Cole, President

Dr. Susan A. Cole assumed office in September of 1998 as the eighth president of Montclair State University, which is the second largest university in New Jersey, with 19,500 graduate and undergraduate students. Dr. Cole served as President of Metropolitan State University in Minneapolis/St. Paul, Minnesota from 1993 to 1998 and, prior to that, as Vice President for University Administration and Personnel at Rutgers, The State University of New Jersey, Associate University Dean for Academic Affairs at Antioch University, and a faculty member at The City University of New York.

Dr. Cole serves on the boards of the Liberty Science Center, the Montclair Art Museum, the New Jersey Performing Arts Center Council of Trustees and Peapack-Gladstone Bank; as Chair of the New Jersey Presidents’ Council; and on the American Association of State Colleges and Universities Penson Center for Professional Development. She was appointed by Governor Christie as New Jersey’s representative to the Education Commission of the States, and by the U.S. Secretary of the Interior to the Paterson Great Falls National Historical Park Advisory Commission. She served on Governor Christie’s Executive Transition Team and chaired its Education Subcommittee. She also served on the Property Tax Convention Task Force, appointed by Governor McGreevey, as co-chair of Governor McGreevey’s Higher Education Transition Team and on his Education Cabinet, as co-chair of Governor DiFrancesco’s World Class Economy Task Force, and as a member of Governor Whitman’s trade missions to South America and Asia.

Dr. Cole earned three degrees in English and American literature: a BA from Barnard College, Columbia University and an MA and PhD from Brandeis University. Dr. Cole writes and speaks extensively about current issues in American higher education.
Procedure for Candidacy

Interested candidates may apply and submit a resume and cover letter. The documents will need to be combined into one single document and submitted electronically (PDF or MS Word) at: https://jobs-montclairedu.icims.com/jobs/1308/vice-president-for-facilities/job

Montclair State University is an Equal Opportunity/Affirmative Action institution with a strong commitment to diversity. Additional information can be found on the MSU website at www.montclair.edu.