

State of New Mexico- Public School Facilities Authority
Job Description

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| Employee Name | | Employee ID | |
| Job Title | Deputy Director | | |
| SHARE Title | Deputy Director | Position No: | 00052624 |
| Reports to | Executive Director | Position No: | 00052626 |
| Job Code | 7250 | Pay Grade | 32 |
| Revision Date | 1/3/2018 | Revised by | LS/JC |

Job Purpose

The Deputy Director is a field Management Team Member and reports to the Director. Assist the Director in daily operations and management of the agency. Serves as the communication liaison between the director, management, and PSCOC. Provides overall direction to activities related to PSFA and PSCOC. The position involves direct supervision within a team environment of other professional, technical and field management positions. Review all project proposals and finalize reports to ensure that they meet standards of excellence. Responsible for maintaining, and enhancing PSFA’s reputation as a leader in public sector oversight and management of public school facility construction and maintenance programs. Ensures standards of work quality are maintained and that cost-effective technology is used to maximize production. Makes recommendations and implements solutions to problems. Keeps up to date on information affecting functional areas to increase productivity and ensure compliance. Provides guidance, leadership and coaching to Division Managers.

Duties and Responsibilities:

- Direct the activities of a multidivisional state agency, including oversight and supervision of other professional and technical positions to include planning and design, field, broadband, and maintenance.
- Implementation of various key systems to prioritize, manage and streamline communications and approval processes.
- Manage various programs and special projects to distribute capital outlay dollars for new construction, renovations; roofs; infrastructure improvements, master planning, special purpose classrooms, federal construction programs, energy efficient high performance schools and lease assistance.
- Review, analyze and provide assistance to K-12 local education agencies (LEAs), boards of education and other top-level administrators on various funding sources and programs to complete capital infrastructure improvements, including fiscal, legal, contractual and budgetary policies, practices and procedures.
- Advise K-12 LEAs on eligibility for emergency grants, waivers, advances of local share requirements and other alternative financing solutions for capital improvements, including review and analysis of financial data.
- Development and implementation of annual budgets, policies and goals in each of these areas.
- Direct supervision of Senior Facilities Manager, Planning & Design Manager, Maintenance and Operations Manager, Broadband Project Manager and Closeout Operations Manager. Assists the Director regarding business and financial concerns.
- Provides final review and signature authority for all contractual obligations for PSCOC projects, to ensure compliance with procurement regulations, adequacy requirements, budget availability, and all other PSCOC requirements.
- Conducts special projects and assignments.
- Serves on Public School Facilities Authority committees.
- Coordinates activities within the Public School Facilities Authority Agency in the absence of the Director.
- Research, draft and analyze legislation and regulations to deal with complex public issues.
- Develop policies, procedures and other necessary requirements to implement legislation and programs.
- Develops rules required by law regarding effective operations, policies and procedures for PSCOC and PSFA.
- Oversee the development and administration of the PSCOC Standards-Based Application process.
- Performs miscellaneous job-related duties as assigned.

Knowledge, Skills, and Abilities Required

- Demonstrated ability to successfully direct, coordinate, and strategically integrate multiple developmental, enhancement, and/or modification projects and project teams.
- Ability to work independently with minimal supervision.
- Knowledge of Federal, State, and local building codes, ordinances, and regulations.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Demonstrated knowledge and understanding of strategic facilities development concepts and principles.
- Knowledge of building design and construction principles, processes, methods, techniques, and standards.
- Broad and in-depth knowledge and understanding of construction project contract development and management.
- Advanced verbal and written communication skills and the ability to present effectively to small and large groups.

- Strong employee development and performance management skills.
- Ability to foster a cooperative work environment.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of the legal requirements and principles of government procurement.
- Knowledge of capital expenditure budgeting policies and procedures.
- Knowledge of budgeting, cost estimating, and fiscal management principles and procedures.
- Excellent interpersonal skills and the ability to deal credibly and effectively with agency, council and legislative leadership.
- Skill in the use of computerized software and project management systems, to include scheduling, word processing, and spreadsheet software.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership, and coordination of people and resources.
- Skill in monitoring/assessing the performance of self, other individuals, or organizations to make improvements or take corrective action.
- Ability to plan and manage construction projects and a construction program.

Minimum Education and Experience

Bachelor's degree preferred; a minimum of 5 years of progressively higher level experience directly related to the duties and responsibilities specified, plus a minimum of 5 years of experience in government and/or federal procurement regulations. Experience or education may be substituted for one another at the discretion of the Director.

Licenses/Certifications Required

None Required

Working Conditions

Work is normally performed in a typical interior/office work environment. Work involves minimal exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. Some potential exists for exposure to hazards or physical risks which require following basic safety precautions.

Physical Effort

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The work is primarily performed in a in a typical office environment with periods of time at work-sites, off-site work may be required for meetings. The employee may sit for extended periods and to regularly stand and move about the facility.

Supplemental Information

Other Requirements: Extensive state travel may be required. Must possess and maintain a valid New Mexico driver's license.

Job Type: Full Time

Base of Operations: Albuquerque, NM

Salary: \$85,000 – 93,000/year Depending on Experience

Disclaimer

This job description is intended to describe the general nature and level of work being performed by the employee assigned to this position. The description is not to be construed as an extensive list of all responsibilities, duties, and skills required of the employee. The agency director reserves the rights to add, modify, change or rescind the work assignments and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. This job description does not change the "at-will" employment relationship as indicated in the Policies for Governor Exempt Employees and the Exempt Position Statement. All personnel may be required to perform duties outside of their normal responsibilities at the discretion of the director.

Signatures

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____