



JOB DESCRIPTION-DIRECTOR OF CAMPUS FACILITIES

General Description/Primary Purpose: This position reports to the Executive Vice President of Finance and Operations and is responsible for optimal operation of the college's facilities; construction project oversight and management; and, environmental and occupational safety.

Classification: Full-Time, Exempt

Appointment: 12-month appointment

Salary: Salary commensurate with experience and qualifications, plus full fringe benefits.

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC provides the best of both worlds: small-town life with access to big-city offerings.

Description of Duties:

1. Supervise, coordinate, and be responsible for all college facilities, grounds, custodial and water plant.
2. Strategically plan and collaborate with college leadership regarding the growth of the campus and renovation of facilities.
3. Collaborate with supervisor over campus master planning, property management and capital improvements/repairs.
4. Actively manage assigned college construction and renovation projects from start to finish.
5. Ensure the college is progressive in its approach to energy management and sustainability.
6. Provide management, supervision, and leadership to the employees in the area.
7. Develop and implement cross-training of personnel.
8. Maintain a positive attitude and be responsive to student/campus needs.
9. Assist in developing, refining, and implementing policy related to areas of responsibility.
10. Adhere to all college policies and procedures and all federal and state regulations and statutes.
11. Perform all job functions in a timely manner.
12. Evaluate all personnel responsible to the area.
13. Serve on campus committees as appointed.
14. May need to respond to emergency situations during/after hours for the purpose of resolving

immediate needs.

15. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests
16. To meet objectives of virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.
17. Accept other responsibilities as assigned.

Required Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Ability to successfully manage fiscal operations.
- Ability to effectively and consistently supervise, manage, and lead personnel.
- Ability to communicate effectively, both orally and in writing, with administrators, faculty, staff, and students.
- Knowledge of or ability to learn state and federal regulations relating to fiscal operations.
- Problem-solving and conflict resolution skills.
- Knowledge of or ability to become familiar with the two-year and/or community college system in Oklahoma.
- Computer/technical skills sufficient to perform essential job duties.
- Ability to organize work and delegate when appropriate.
- Ability to meet deadlines.

Other Ergonomic Requirements:

Performance of job functions requires the ability to regularly speak, see, hear, write, use keyboards, sit for extended periods of time, work in environments that are subject to extreme temperatures, as well as perform some amount of stooping, reaching, lifting, walking, and carrying of heavy loads. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works near moving mechanical parts and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Hours:

Monday- Thursday, 7:00 a.m. to 4:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week) However, job responsibilities may frequently require work and/or travel at various hours to include days, nights, weekends, meeting a flexible schedule as necessary. Employee is required to be on-call as needed.

Qualifications Standards:

1. **Minimum Education Required:** Bachelor's Degree required, Master's preferred and/or other combination of education and experience.
2. **Experience:** College and/or university experience in facilities development and management, including capital planning, management of construction projects and other activities related to the duties and responsibilities of the position. Demonstrated skill in capital and facilities budget development and management.
3. **Image:** Murray State College employees are expected to maintain a neat, well groomed and professional image at all times.
4. **Professionalism:** Members of Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of application
2. Resume
3. Unofficial transcripts are required. Official transcript(s) will be required upon employment.
4. Murray State College employment application
5. Complete the Background Check Consent Form on the MSC Website

Submit Application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, OK 73460
MSCemployment@mscok.edu

Application Deadline:

Position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.