JOB DESCRIPTION

TITLE

Assistant Director, Resource Planning and Assets

JOB SUMMARY

Performs responsibilities relating to the coordination and oversight of financial, technical and administrative work for facilities resource and asset management. Oversees the preparation, submittal and update of THECB campus master plan data, space planning, and all associated state and/or university reporting requirements. Develop operational databases, report assimilation, and departmental tracking systems. Manage all activities relating to State Property Accounting (SPA); physical facilities inventory; warehouse operations; logistical control; shipping and receiving; institutional effectiveness; and strategic planning. Exercise considerable latitude for independent judgment under broad general supervision. Provides oversight and reports all findings to the AVP. Work is performed under the supervision of the Associate Vice President of Facilities Management and Construction and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to:  Associate Vice President of Facilities Management and Construction

Supervises:  Coordinator of Property Control, Warehouse Coordinator, Movers and Postal Services personnel

ESSENTIAL DUTIES - May include, but not limited to the following:

- Oversees and assists in the development and execution of facilities audits and conduct site visits of all campuses.
- Develops and maintains on-line data entry systems for Facilities Inventory, Campus Master Plans, Project Submission, and Project Tracking systems for the Texas Higher Education Coordinating Board (THECB); these activities involve updating, editing, and making summaries of data, interpreting codes, conducts edits of data, and interacting
with institutional reporting officials to resolve discrepancies or to clarify reporting procedures, and maintains and updates documentation and procedures.

- Assists in the analysis of appropriations, budgets, facilities space and utilization models, and strategies for securing the most competitive advantage for the university.
- Develops and maintains well-documented computer and management information systems applications in databases, spreadsheet, and statistical programs, prepares reports and, verifies data, computations and proofreads reports.
- Responsible for compliance with State Property and Accounting regulations relating to asset management for all campuses.
- Responsible for reporting of all university capital and controlled asset activity including acquisition by purchase, donation, gift, etc. or disposal transactions relating to state property accounting or other agency reporting requirements.
- Supervises the operation of University Postal Services.
- Responsible for ensuring postage for mailing university correspondence is kept up-to-date by remitting payment to the Los Angeles Post Office through Pitney Bowes, Inc., or through the local Post Office, as required.
- Responsible for keeping work procedures current to assure that associates are knowledgeable of asset controls and reporting requirements. Provide periodic training as required to ensure a clear understanding of the reporting requirements.
- Periodically reviews existing databases to assure that facilities data is being gathered accurately and efficiently.
- Structures reports for department use and submission to other State agencies.
- Assists in the establishment, review, and revision of control systems for facilities development and management programs that meet all university objectives, assure adherence to institutional governing boards and Texas Higher Education Coordinating Board (THECB) rules.
- Makes recommendations regarding space moves and modifications to ensure space inventory is being utilized effectively and efficiently.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

**ADDITIONAL DUTIES**

- Serves as lead for the department’s staff in conducting complicated correlations and reviews of data for reporting at various levels.
- Works closely with the Associate Vice President to identify resource needs to achieve the university’s goals for Closing the Gaps.
- Serves on the Space Utilization Advisory Committee (SUAC), as requested.
- Performs other duties as requested.
EDUCATION

Bachelor’s degree in from an accredited college or university with a major in business, accounting, statistics or a related field.

EXPERIENCE

Minimum of eight years of progressively responsible experience in activities related to the position. Must have experience in strategic planning, supervising personnel, and be proficient in database, spreadsheet, and work processing software. Demonstrated experience in multi-tasking.

REQUIREMENTS

Valid Texas driver’s license and a safe driving record such as required by the university for Driver’s Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of higher education financing and knowledge of facilities planning is desirable.
- Demonstrated excellent computer skills including a working knowledge of financial data analysis software.
- Demonstrated the abilities to: initiate, coordinate, execute and evaluate the work of the professional and technical staff.
- Demonstrated the exercise of sound judgment and discretion in interpreting and applying relevant policies and procedures.
- Demonstrated ability to accomplish both regular workload and special assignments with limited supervisor intervention.
- Ability to work successfully with committees to accomplish tasks and able to travel.
- Thorough knowledge of modern warehouse methods and procedures and department’s computerized systems.
- Knowledge of storing and cataloging methods for all types of merchandise.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
• Ability to use a personal computer and other office equipment, including related university software and email.
• Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ___________________________ Date: _________________
Employee Printed Name: ___________________________
Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.