Job Bulletin E01 – 13/14

FACILITIES OFFICE MANAGER

Classification – Administrative Analyst/Specialist Non-Exempt
Time base – Full Time

This recruitment will remain open until filled. For priority consideration, please complete on-line application by July 28, 2013. A review of applications will begin July 29, 2013 and the review period may end at any time thereafter.

ABOUT THE CALIFORNIA MARITIME ACADEMY:
The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 950. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

MAJOR RESPONSIBILITIES:
Project Management:
Assists the Facilities Director with project administrative and technical support. Facilitates project status communications between the Campus Planner and the Facilities Department. Prepares purchase requisitions and monitors the process of purchasing materials. Monitors labor and materials costs using computerized maintenance management software. Researches and analyzes discrepancies in billing, invoices ad payments.
Policies and Procedures:
Assists Facilities Director with researching, developing, implementing, tracking, modifying and/or updating departmental policies and procedures. Such policies include those required through audit findings by the CSU Chancellors' office. Examples are the hazardous materials plan, the facilities management plan, and the fleet management plan.
Compliance:
Monitors and maintains compliance records for state and federal agencies on permits and testing requirements for elevators, fire alarms, fire sprinklers, hazardous materials (HAZMAT) and generators. Ensures such permits are current and testing requirements have been performed precisely and timely in accordance with state and federal requirements.
Work Control System Management (CMMS):
Assigns work to appropriate Facilities staff, produces reports and continuously trains campus personnel on utilizing the work control system. Serves as department liaison for the work control system between Facilities Management and the campus community.
Budget Administration:
Creates financial reports through the *PeopleSoft Finance* module. Records chargeback revenue and prepares invoices for campus community. Performs reconciliation of financial transactions monthly; analyzes budgetary data; checks transactions for accuracy; researches problems; works with campus department to resolve variances; verifies permanent budget allocations; tracks purchase orders, invoices paid, and amounts remaining.
Office Management and Personnel Administration:
Solves a broad range of operational, procedural, and administrative issues which require research, analysis, and evaluation of information. Arranges for contract service vendors. Coordinates all motor pool and Enterprise car rental arrangements. Prepares the Chancellor's Office Monthly Energy Report (MER). Prepares personnel transaction

paperwork. Coordinates the selection process of Facilities personnel recruitments including initial screenings, acting as liaison with the hiring panel and setting up candidate interviews. Serves as department timekeeper. Provides general administrative support. Prepares *PeopleSoft* reports for the department's Receiving function when assigned staff are unavailable.

SPECIAL REQUIREMENTS:
The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

MINIMUM QUALIFICATIONS:

- Associates degree from an accredited college and three years of experience in construction coordination, facilities administration or related; Bachelor's degree preferred.
- Ability to apply independent judgment, discretion, and initiative.
- Strong organizational skills; ability to set own priorities, manage multiple projects, meet deadlines, and work in a fast-paced and demanding environment. Ability to multi-task.
- Must have initiative and decision-making abilities; able to work under general supervision, ability to use reasoning and judgment and to develop practical, thorough and creative solutions.
- Skilled in project management and coordination.
- Knowledge and ability to interpret and apply laws, rules, regulations, policies, and procedures.
- Able to work collaboratively with diverse constituencies and establish and maintain effective working relationships with administrators, faculty, staff, and students.
- Ability to identify confidential matters and maintain confidentiality to the highest degree.
- Ability to perform analytical studies, perform research, and prepare reports
- Must possess exceptional customer service, interpersonal and public relations skills
- Excellent written and verbal communication skills, ability to compose a variety of correspondence and reports, and the ability to make oral presentations.
- Ability to plan, organize, coordinate, and perform work in a small office setting where numerous changing priorities are involved to achieve goals and meet various deadlines.
- Demonstrated ability to learn and utilize new technology and information systems.
- Relational database (PeopleSoft preferred) and spreadsheet experience with technology skills sufficient to develop and maintain complex databases.
- Ability to perform business math.
- Ability to supervise and manage the work of student assistants

DESIRABLE QUALIFICATIONS:

- Experience using PeopleSoft database

SALARY: $3245 - $5193 per month. Salary budgeted at up to $3660 per month (commensurate with experience).

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APPLICATION PROCESS: Interested parties must submit the Cal Maritime Employment Application, cover letter and current resume. Apply on-line at http://www.csum.edu/web/hr/careers. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

BENEFITS: The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), fee waiver, vacation and sick leave.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.