

## Colorado Mountain College

### Position Description

Title: Assistant Director of Facilities-Housing & Community Auxiliaries  
FLSA Classification: Exempt  
Hiring Salary Range: \$82,224.48 - \$91,360.54

#### Primary Responsibility

Reporting directly to the Director of Facilities, this position serves as a strategic and operational leader to help identify, execute, and oversee critical housing initiatives for both non-traditional students and employees, as well as provide support on key community asset spaces such as Morgridge Commons. The incumbent will provide oversight and insight for both long-range planning and in the allocation of resources in such areas. The incumbent will work to provide support in advancing and coordinating the execution of projects and initiatives and will assist the college in resource management and coordination of activities for housing.

#### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position such as a Bachelor's Degree from an accredited institution and three or more years of work experience in a directly related field; or an Associate's Degree and five or more years' experience in directly related fields; or a High School Degree/GED and seven years' experience in directly related fields; or an applicable combination of education and experience necessary for the responsibilities of the position. Direct operational, housing, budget management, and personnel management experience desired.

Demonstrated leadership, organizational, and management skills. Ability to communicate clearly verbally, interpersonally, and in writing; perform, problem solve and manage a variety of housing and auxiliary activities; organize; prioritize; supervise and delegate work to others to meet department needs; work independently and as part of a team. Knowledge and understanding of all laws, regulations, standards and conventions associated with the operation of a college-wide housing program. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Skill in budget preparation, fiscal management and financial forecasting. Ability to identify and secure alternative funding/revenue sources.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

## Essential Duties

- Directs and oversees the property management contracts that control the day-to-day operations of the non-traditional student and employee housing properties; serves as lead to the campus liaisons that work with the third-party partner housing providers.
- Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement. Determines space needs, staffing solutions, etc.
- Directs and oversees all fiscal resources associated with non-traditional student and employee housing programs. Responsible for annual operating budgets for the properties, and management of multi-year budgetary strategies, to include major capital improvements and investments. Involved in the design and establishment of standards for new housing projects.
- Recommends and participates in the development of college policies and procedures; leads the college-wide housing operations committee. Focuses on achieving consistency in standards and maximizing limited resources.
- Maximizes reliability and maintainability in all housing. Inspects properties to ensure highest standards are maintained; evaluates maintenance, grounds, and housekeeping operations in areas of efficiency. Reviews occupancy status to maintain budget/performance expectations and recommends rent schedules. Monitors, assists, and makes recommendations to improve marketing activities to potential tenants.
- Reviews and audits property administrative, accounting, and maintenance areas to ensure compliance with established policies and procedures.
- Assures adherence to all government regulations including Fair Housing, Equal Employment Opportunity, ADA, OSHA and Plaintiff Liability.
- Oversees and manages staffing and budgeting for select community-based auxiliaries, including but not limited to Morgridge Commons meeting space in Glenwood Springs, the Morgridge Commons – Basalt space, and other auxiliaries not managed or maintained by one of the college's campuses.
- Oversight and management of all future college employee housing initiatives, which may include property buy-down efforts and partnerships with other entities involved in affordable housing efforts, such as non-profits, lenders, and local governments.
- Researches and analyzes issues, finds options, and recommends courses of action to the Director of Facilities. Provides performance metrics, efficiency studies, progress reports, and analytics as needed. Oversees the collection and synthesis of data, as well as the development and compilation of plans and reports for the division.
- Works closely with the Director of Facilities to continue progress towards meeting the president's strategic goals, while managing cost containment efforts.
- As necessary, coordinates with the college's Department of Strategic Initiatives, Purchasing, and the CMC Foundation to facilitate extramural funding for college housing efforts.
- Performs miscellaneous job-related duties as assigned.

## Supervision Received

This position reports to the Director of Facilities

### Supervisory Responsibility

This position supervises external property managers and may serve as a lead on projects and/or for other team members.

### Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. Evening and weekend work may be necessary at times. Travel throughout the CMC service area and outside of the service area may be required at times.

### Working Conditions

May require varying work schedule, including evening and weekend hours. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculation. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any preemployment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, [benefits@coloradomtn.edu](mailto:benefits@coloradomtn.edu)

#### HR Reference Information:

Position group and code 164000 @70%

BLS SOC 11-3012

Position ID ADFHCA

Date of Review 2/22/2024

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.