

Division Director of Facilities and Real Estate

Job Description

Pay Range:

\$108,420.23 - \$173,472.52 Annual

Department:

Department of County Assets (DCA)

Exemption Status:

United States of America (Exempt)

Closing Date (Open Until Filled if No Date Specified):**The Opportunity:**

This position is open continuous, with a first review of applications occurring on 07/13/2020. Qualified candidates are encouraged to apply without delay.

VIRTUAL INFORMATIONAL SESSION:

To give you an opportunity to learn more about this position and meet the hiring manager, Bob Leek, Director, Department of County Assets and Chief Information Officer, we are offering a virtual informational session through WebEx.

Thursday, June 11, 2020**8:00 AM**[Link to register for webinar](#)

The event will be recorded and available to view 48-72 hours later through the following [link](#). There will be a question and answer period during the event. By joining the event you are consenting to being recorded. You may also submit questions confidentially by emailing Tomas.Tellez@multco.us by Wednesday, June 10 at 3:00 PM Pacific Time.

Overview**This Work Matters...**

Along with being a manager or director you are also an inspiring leader who has the ability to bring out the best in your peers, managers, and staff. You are an experienced Facilities leader who understands the complexities of contemporary facilities and property management, construction, and maintenance projects. You are a visionary thinker who has the innate ability to balance the day-to-day operations and the larger 10, 20, and 30-year strategic plan. You create a work environment that is inclusive, safe and welcoming for all and understand Facilities' role to make sure this is possible for the whole organization. If this resonates with you, we are looking for the next Division Director of Facilities and Real Estate and encourage you to learn more and apply.

The primary duties for the Division Director include:

- Lead, organize, manage, and communicate with over 120 staff and contractors in a union environment
- Apply systems thinking and critical thinking practices to all opportunities and solutions
- Balance strategic and operational responsibilities for managing and maintaining over 140 County-owned and leased locations
- Develop and maintain close working relationships with senior-level county operations and elected leaders to understand program objectives and ensure the division can efficiently meet the ever-changing needs of providing services to the public
- Ensure the real estate portfolio is cost-effectively managed, monitored, and risks and opportunities are identified, monitored and managed
- Ensure appropriate capital and asset preservation plans / programs are developed, monitored and maintained

- Ensure ongoing operations and maintenance are of high quality, efficient, effectively quantified and in compliance with county policies and all applicable local, state and federal regulations

A successful candidate will possess the following competencies and skills:

- **Leadership:** You actively lead with race through collaboration and inclusive practices
- **Promoting Equity:** You foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision, mission, and goals of the organization.
- **Strategic Adeptness:** You develop a global vision and understanding to achieve organizational goals.
- **Building Relationships:** You create mutually beneficial relationships with staff, coworkers, customers, community members, and clients based on understanding and respect.
- **Navigating Change:** You adopt new competencies and techniques as needed to respond to a complex, uncertain and sometimes volatile environment.
- **Acting with Integrity:** You hold yourself to a high standard of professional, honest, and transparent behavior.

About Us: The [Multnomah County Facilities and Property Management Division \(FPM\)](#) manages over 3.5 million square feet of owned and leased space for County Programs in over 140 locations that range from warehouses to health clinics to jails. The division works with policymakers and departments to align business goals with long-term space requirements while providing a sustainable capital asset preservation program. The division's responsibilities include facilities strategic planning and oversight; planning, design, and construction management for capital improvements; office and building renovations and modifications which include systems, furniture, and program infrastructure improvements, facilities maintenance, and repair; facilities operations; and customer service and support. The Facilities' mission is to provide access to safe, functional and adaptable facilities in a financially responsible, socially equitable and environmentally sustainable manner.

To Qualify

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant.

Minimum Qualifications/Transferable Skills:

- Bachelor's degree from an accredited college or university in architecture, engineering, facilities planning, construction management, public or business administration or a closely related field
- At least five (5) years of executive or management experience and
- Eight (8) years of progressively responsible experience in facility construction and maintenance, or real estate acquisition.
- Must pass a criminal background check

Preferred Qualifications/Transferable Skills: You do not need to have the following preferred qualifications/transferable skills to qualify. However, keep in mind we may consider some or all of the following when identifying the most qualified candidates. Please clearly explain on your application how you meet any of the following preferred qualifications/transferable skills.

- Experience managing both manager level and direct staff level
- Experience managing facilities in a large, complex organization
- Experience in a highly unionized environment
- Experience in a political environment
- Experience with board presentations or speaking to audiences of executive leaders

Screening and Evaluation**The Application Packet:**

- **A completed online application.**
- **An uploaded resume** covering relevant experience and education. Please be sure your resume includes the following for each employer: name of employer, location, dates of employment, your title, a brief summary of your responsibilities, the number of employees under your supervision.
- **An uploaded cover letter** that expands on your resume, addresses why you are interested in this position and demonstrates how your experience and skill set align with the minimum and preferred qualifications listed.

Note: The application, resume and cover letter should demonstrate your work experience/skills and how it is related to those shown in the Overview and Qualify sections of the job announcement. Please be thorough, as these materials may be scored and determine your eligibility for an interview.

The Selection Process: For details about how we typically screen applications, review our [overview of the selection process](#) page. We expect to evaluate candidates for this recruitment as follows:

We have engaged an executive search firm, Wahl and Associates, LLC, known for leading inclusive search processes, to assist us in this important search and recruitment process.

- **Initial review of minimum qualifications:** We may do an additional preferred review and/or send out additional supplemental questions to identify those highest qualified.
- **Consideration of top candidates:** We will consider qualified candidates in order of rank and score from the list of eligible candidates. This may include panel interview(s), a hiring interview, and/or additional testing to determine the best candidates for a position.
- **Background check and reference checks:** All finalists must pass a thorough criminal records check and reference check.

ADDITIONAL INFORMATION:

This recruitment may be used to fill full-time, part-time, temporary, limited duration and on-call positions.

Type of Position: This salaried executive position is not eligible for overtime.

Work Locations: 401 N Dixon St, Portland, OR 97227 and 501 SE Hawthorne Blvd, Portland, OR 97214

Schedule: Monday - Friday 8:00am - 4:30pm. There is some flexibility with the start and end times and options for flexible work week schedules.

Diversity and Inclusion: At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO is the Law poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) for details about eligibility and how to apply. Note: Veterans' Preference does not apply in a transfer process.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Questions? Please contact the recruiter.

Application information may be used throughout the entire selection process. This process is subject to change without notice.

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Job Profile:

9679 - Facilities & Property Management Division Director

External Site URL https://multco.wd1.myworkdayjobs.com/Multco_Jobs/job/North-Portland/Division-Director-of-Facilities-and-Real-Estate_R-3237
Social Share Title We're Hiring for Division Director of Facilities and Real Estate!

Job Details

Job Requisition ID R-3237
Location Robert W Blanchard Education Service Center
Posting Date 06/01/2020 - Today
Job Family Building and Facilities
Time Type Full time
Job Type Regular Non-Represented
Supervisory Organization Department of County Assets (DCA) (Bob Leek)

Recruiter



Tomas Tellez

Hiring Manager



Bob Leek

Team Members