The University at Buffalo Libraries seek a dynamic, customer-focused, results-oriented professional to serve as the **Facilities Planning and Management Officer (FPMO)**, the principal representative for the University Libraries on facilities and space planning matters. In this role you will oversee all facilities-related activities for the University Libraries, including maintenance, emergency plans, safety and security activities, and create working relationships with multiple staff and units at the University at Buffalo (e.g., custodial staff, University Police, etc.). Working in a team environment, you will collaborate with the Vice Provost for University Libraries and other members of the senior leadership team to implement the Libraries’ facilities master plan in order to support the learning, teaching, research, creative, and community outreach activities of UB’s students, faculty, and staff. In addition, you will serve as the point person for coordinating a wide range of space planning and renovation projects. As the FPMO, you will report to the Vice Provost for University Libraries.

**Key responsibilities:**

- Provide leadership for and coordination of policies, space plans and projects related to all space and facilities needs of the University Libraries.
- Work directly with the University Capital Planning Group and University Facilities Planning & Design to coordinate all renovation projects for the libraries and shared public space (lobbies, common areas, grounds).
- Work with senior University Libraries’ leadership and the Communications Team to communicate the long-term vision for library spaces to internal and external stakeholders, as articulated in the University Libraries facilities master plan.
- Develop work spaces that inspire creativity, help staff meet operational needs, and promote a healthy working environment.
- Direct and oversee building access controls, security cameras, systems and procedures, ensuring compliance with University Buffalo safety and security policies and standards.
- Partner with internal and external stakeholders to integrate digital technology into University Libraries spaces.
- Supervise, coach, mentor, and motivate staff members responsible for emergency preparedness, response and training; maintenance of library facilities; and staff members responsible for liaising with campus Custodial Services.
- Communicate project priorities and goals with project stakeholders, developers, and library-wide staff.
- Manage the annual budget for facilities repairs and renovations of public spaces across the University Libraries.

The successful candidate will be able to employ a user-centered, participatory-design and/or data-driven approach to creating and improving physical spaces that enable innovative forms of research, teaching, learning, and collaboration to occur in the Libraries. We are looking for a skilled, passionate individual to join us in making the University Libraries a center of energy and innovation on campus. You can expect to learn continuously in a rapidly changing academic landscape. We will help you be successful by providing strong mentoring and professional development opportunities in an environment where smart risk taking and design thinking is encouraged and celebrated. If you can see yourself as part of this environment, please apply.
Minimum Qualifications:

- Bachelor's degree from an accredited institution.
- Three years of facility planning and management experience within a higher education setting, a libraries setting, and/or a museum setting.
- Experience leading and managing effective teams with the ability to foster strategic innovation, inspire and empower staff, and build trust.
- Proficiency with standard desktop computing tools.
- Proven evidence of organizational skills with the ability to develop specific goals, prioritize plans, and manage multiple projects simultaneously.
- Ability to conceptualize the nature of complex problems that arise and determine solutions that are cost-effective, innovative, and meet university or SUNY guidelines and/or policies.
- Ability to work with diverse groups to build consensus for new and innovative programs and services.
- Ability to create a working environment where internal and external customer service needs and expectations are met or exceeded.
- Excellent interpersonal, oral, listening, and writing skills with the ability to communicate complex issues and perspectives to a wide range of constituencies.
- Ability to create and cultivate productive relationships and collaborations with the University at Buffalo’s facilities and capital planning communities, and with external partners.

Preferred Qualifications:

- Three to five years of facility planning and management experience within a higher education setting, a libraries setting, and/or a museum setting.
- Broad knowledge of campus and system-wide policies relating to facilities, environment, health and safety and any applicable laws and regulations in these areas.
- Experience managing a budget for facilities repairs and renovations.
- Experience analyzing data and preparing reports for senior leadership.

To apply:

Visit [https://www.ubjobs.buffalo.edu](https://www.ubjobs.buffalo.edu) and search for posting number P1800191. All applicants must apply via the UBJobs Web site. Applicants should fully describe their qualifications and experience in their cover letter with specific reference to the minimum qualifications of the position. Please provide contact information for three professional references, including email addresses, at the end of your cover letter. At the time of hire, applicants must be authorized to work in the United States on a full-time basis for a period of at least two years. The posting closes on 09/11/2018. We are currently accepting applications and anticipate filling this position by 11/15/2018.

**Salary:** Competitive

**Benefits:**

Professional staff are members of United University Professions (UUP) and receive generous benefits including health care and prescription drug coverage, dental and vision benefits, life insurance, long-term disability insurance, vacation leave, sick leave, paid holidays, and several choices of retirement plans including TIAA.
The University at Buffalo

A flagship institution in the State University of New York system and a member of the Association of American Universities, UB is the largest and most comprehensive campus in the 64-campus SUNY system. UB offers more than 375 academic programs – the largest menu of academic choices in New York State. UB provides students access to a rich variety of multicultural experiences and environments, both on campus and through our 80-plus study abroad programs. Our research, creative activity and people positively impact the world.

The University Libraries

As the largest academic research library in the SUNY system, the University Libraries offer an outstanding array of information resources, technologies, services and people to support academic achievement. The Libraries play a vital role in the academic success of our students, the teaching and research of our faculty, and the intellectual pursuits of our alumni and community members. Our broad selection of digital and print resources, innovative services, and expert staff support scholarly and creative achievements in new and exciting ways.

The Buffalo Niagara Region

The Buffalo Niagara region is a major metropolitan area with diverse communities and outstanding assets. Voted America’s No. 1 favorite city by Travel+Leisure readers, and ranked among the top five American cities to which to relocate by Spelling’s Best Places, Buffalo is on the rise – and UB is proud to play an active part in its resurgence. Buffalo offers the amenities of a major urban area without the headaches. Friendly folks, quick commutes, charming neighborhoods and a low cost of living are among the perks of life in the region. Three international bridges connect the Buffalo Niagara region to Canada. Travel to the cosmopolitan city of Toronto is only 90 minutes by car. By air, we are less than an hour to New York City, Philadelphia and Washington, D.C.

*The University at Buffalo is an Affirmative Action/Equal Opportunity Employer. The University is dedicated to the goal of building a culturally diverse and pluralistic University community committed to teaching and working in a multicultural environment.*