

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to the Director of Campus Planning, Design, and Construction, with additional lead work direction from other management members of the Facilities Management department, the CPDC Administrative Analyst independently performs varied and specialized administrative, technical, and analytical duties related to space planning, move coordination/relocation services, and construction project support. Responsibilities include planning and coordinating campus moves from start to finish; coordinating moveable equipment for multi-million dollar projects; providing broader and more complex administrative support for major capital and minor capital projects; and supporting the Facilities Management department with general administrative functions; budget, database maintenance, and data input. The incumbent serves as the main resource for the department for planning, design, and construction of university facilities groups and infrastructure in broad and complex matters of policy, procedure, and practice by providing information, historical background, and rationale. Work involves participation in the development, alteration, implementation and evaluation of the unit's policies and procedures. The incumbent independently plans and performs research, compiles data and prepares and presents reports with reliable conclusions and recommendations for action. The incumbent contributes to the completion of broad and more complex organizational or program projects and goals, often providing project leadership or representing the organizational unit on key projects. Contacts involve interaction with all levels inside and outside the university, and incumbent typically provides lead work direction to other staff.

Major Duties: Major duties of the position include, but are not limited to, the following:

General Administration

- Performs the full range of administrative functions relating to facilities planning, design, construction and administrative operations and procedures, including, but are not limited to, program and policy research, analysis, reporting, and evaluation; interprets, determines, applies policies and procedures to achieve programmatic goals; and ensures compliance with applicable regulations or requirements governing the unit.
- Supports the computerized work control system including but not limited to work order intake, generate work order, distribution, chargeback, and quality data control (including but not limited to time, expenses, invoices, accounting information, contracts, job notes, photos) for various types of work order requests.
- Serves as liaison to outside agencies or entities related to the unit.
- Compiles, writes and presents reports and meeting minutes related to the organizational unit.
- Coordinates, collects and prepares administrative, financial, and operating reports and data.
- Analyzes data and makes accurate projections by using business mathematics and basic statistical techniques and applying basic methods and procedures for research and statistical analysis.
- Tracks budgets and reconciles fiscal accounts using Excel, PeopleSoft, and other software programs.
- Evaluates various administrative systems and procedures to support organizational unit operations; develops and recommends alternatives and best courses of action to management on policy and procedures related to finance, personnel, and related operational functions to meet programmatic goals; and acts as an internal and external resource on policy and procedural matters.
- Provides project leadership or represents the work unit on key projects within and outside the organization.
- Oversees clerical operations and provides lead direction to administrative staff, including accountability for results on unit work flow, projects, programs, policies and procedures.
- Monitors and responds to emails in the general department email accounts as requested.

- Schedules meetings, creates agendas, and leads discussions when serving on committees and as requested for the unit.
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Space Management Program

- Oversees the campus space management program's administrative operations, including, space inventory, space allocation and relocation; triages space layout and/or changes (including purchase and installation of furniture, technology in collaboration with IT department and in-house project management), construction, consultants, and client relations. Completes annual updates and appropriate submissions to the Chancellor's Office (CO) for the CSU Space and Facilities Database (SFDB) and all CO space forms.
- Provides oversight, guidance, and coordination of relocations/moves. Develops scope, schedule, estimates, liaison between in-house staff, campus partners, and/or third party service providers, ensure space is compliant with fire/lift safety, building code and ADA accessibility. Schedules regular project meetings with supporting campus departments. Updates photos and floor plans through department's database system.
- In partnership with the Office of the Provost, evaluates and coordinates university space use including, but not limited to, space occupancy, department use for effective space programming and utilization as reported to the CO; coordinates and reports university property documentation information, including, but not limited to, deeds, Due Diligence documents, land easements, plans, and leases.
- Oversees furniture warehouse inventory for incoming and outgoing items to ensure storage space is efficiently utilized and items are repurposed or disposed of using best practices for sustainability.

Planning and Construction Administration

- Performs the full spectrum of planning and construction administrative operations and procedures including, but not limited to, assists project management teams during the various planning construction, and close-out phases of capital and minor projects, acts as the focal point for all planning and construction related documents and correspondences, compiles data and prepares submittals for all project phases, assists with the preparation of the university's five-year capital improvement program, maintains and updates Campus Standards for generating a consistent approach to the design and construction of capital projects, perform site visits for field general project coordination to assist the project management team, organizes and coordinates environmental reviews and activities related to California Environmental Quality Act (CEQA) requirements for all capital projects, organizes and coordinates storm water pollution prevention requirements for capital projects ensuring proper documentation while tracking requirements during and post construction, prepares/compiles necessary documentation as required to present to the various campus committees and outside agencies, and maintains project files in accordance with required filing systems.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties will primarily take place in an office setting however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. The position may require occasional travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

The incumbent is working in a shared office where there is heavy traffic, multiple interruptions, and noise from office equipment and/or nearby conversations. This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 6-8 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 20 lbs in weight.

Minimum Qualifications: This position requires a bachelor's degree and/or the equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs, plus two or three years of progressive administrative experience. General knowledge in facilities planning, building, design, construction administration, and related activities highly preferred. General knowledge of building materials, costing procedures, and the sequential methods of modern construction and maintenance practices, as well as capital construction project delivery methods highly preferred. Working knowledge in reading and understanding proposals, plans, blueprints, process drawings, contracts, purchase orders, and specifications for all phases of construction and building maintenance highly preferred. Experience with construction administration is preferred. Intermediate proficiency with computers and Microsoft Office Suite (Word, Excel) required. Knowledge of Google Suite, Smartsheet, database work control system and PeopleSoft preferred. The incumbent must possess and/or obtain and thereafter maintain a California Driver's License valid for the operation of any vehicle or equipment required to maintain and operate. Bilingual (Spanish) is preferred.

In addition, work assignments typically require the following:

- Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the planning, design, and construction administration to develop conclusions and make recommendations.
- Thorough knowledge of policies, procedures, and outside regulations pertaining to space planning, design, and construction.
- Working knowledge of operational and fiscal analysis and techniques.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting facilities management including State and CSU mandates;
- Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to anticipate problems and address them proactively.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Ability to train others on new skills and procedures and provide lead work direction.

The incumbent must provide outstanding customer service to students, staff, faculty, and visitors while working in a professional, fast-paced environment. Must have strong written and oral communication skills; be detail-oriented and possess strong organizational skills; possess the ability to prioritize and perform multiple tasks while working independently with little or no supervision; and have the ability to make independent decisions and exercise sound judgment and use discretion and initiative in performing complex work. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties. May be required to meet the standards of the University Conflict of Interest policy if performing purchasing with a university Pro-card.