

DIVISION MANAGER, STAR CENTER

Job Code	Pay Grade
13266	SM4b

Nature of Work

This is highly responsible technical, administrative, and supervisory work with delegated authority for planning, directing, and managing a large scale and technologically advanced office complex and industrial facility. Primary duties involve coordinating and supervising facility and location activities through intermediate level supervisors responsible for delivering a comprehensive maintenance and repair program for a campus-wide location. Duties also include performing direct management of administrative activities involving: real property management, marketing and promotion, contract administration, purchasing, personnel, payroll, budget development and monitoring, accounts payables/receivables, and information systems. An employee in this class will exercise independent judgment in arriving at decisions affecting day-to-day operations of the STAR Center. The position reports to Director, Real Estate Management or designee.

Minimum Qualification Requirements

- Bachelor's degree with major coursework in engineering or public or business administration; 3 years experience in the administration/supervision of general maintenance and repair of large buildings and in the management of real property, including experience in real property transactions (real estate); or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Coordinates all administrative and technical work in any and all phases of the day-to-day operations of the STAR Center.
- Assists the Real Estate Management Director in the development and implementation of plans and policies; assists in negotiating lease agreements and contracts with tenants.
- Promotes and markets the STAR Center to achieve and maintain occupancy rate targets.
- Assigns, coordinates, and reviews STAR Center maintenance functions and projects; implements STAR Center policies in compliance with federal, state and local regulations and assures that employees and tenants comply with all rules and regulations.
- Oversees all financial and operational systems, which include accounting, payroll, purchasing, contract negotiations and monitoring, budgeting, accounts receivable and accounts payable.
- Serves as liaison with STAR Center tenants and other county departments and other regulatory agencies.
- Coordinates the oversight of construction activities through consultation with engineers, contractors, administrative personnel, tenants, and STAR Center employees.
- Plans, organizes and reviews the work of subordinates; provides technical guidance to staff personnel in the development of projects, maintenance issues, and energy management.
- Coordinates inspections of STAR Center facilities to determine asset condition and maintenance requirements; schedules maintenance projects and capital improvements.
- Assumes the duties and responsibilities of the director during director's absence.
- Performs related work as assigned or directed.

DIVISION MANAGER, STAR CENTER (continued)

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Knowledge, Skills, and Abilities

- Knowledge of modern techniques, methods, procedures and practices of all phases of real property management, marketing/promotions, facility administration and of finance, personnel, business administration, and the ability to apply them.
- Knowledge of business and organizational principles and problems associated with STAR Center operations.
- Knowledge of maintenance management, energy management, inventory control, asset management, configuration control.
- Knowledge of county policies, procedures and practices.
- Knowledge of standard building codes and national fire codes.
- Knowledge of the areas of budgeting, contract administration, real estate, insurance, maintenance and repair procedures essential to the upkeep of buildings.
- Knowledge of facility and utility systems and equipment supporting the STAR Center infrastructure including life safety, fire protection, ADA and air quality.
- Ability to apply computer applications and software.
- Ability to use independent judgment and act in emergencies.
- Ability to plan, assign, review, and supervise work of subordinates.
- Ability to plan, direct and coordinate various activities and to use tact and diplomacy in dealing with county officials, department heads, other government agencies, tenants and the general public.
- Ability to interpret current and proposed legislation, rules and regulations; negotiate, write and develop agreements and contracts.
- Ability to communicate effectively orally and in writing.

For official use only

Created	EEOC Code	Overtime Code
2/12	Officials & Managers	Exempt