Division Manager, STAR Center

Category: Exempt
Pay Grade: E28
Job Code: 13266

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY
Performs 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; coordinates and supervises facility and location activities through intermediate level supervisors responsible for delivering a comprehensive maintenance and repair program for a campus-wide location; performs 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.

ESSENTIAL JOB FUNCTIONS (examples, 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 and 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 and 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 and schedules maintenance projects and capital improvements;
- Assumes the duties and responsibilities of the director during director’s absence;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:
Bachelor’s degree with major coursework in engineering or public or business administration and three (3) years of 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.

Special Qualifications (May be required depending on area of assignment):
- 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 knowledge, skills, abilities, and credentials required for a specific position.

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, and 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 and negotiate, write, and develop agreements and contracts;
- Ability to communicate effectively orally and in writing.

PHYSICAL/MENTAL DEMANDS
The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.