



### **Facilities Director (Full-Time)**

The Revenue Authority of Prince George's County (the "Authority") is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other Prince George's County agencies.

The **Facilities Director** will be responsible for effective leadership, guidance, organization and staffing of the Facilities Department. The director is also responsible for overseeing the management, maintenance, efficient operation and improvement of facilities, including the park-and-ride lots, parking garages, and the vehicle fleet. The position requires the ability to exercise independent judgment and take initiative consistent with policies and procedures and applicable laws.

### **Responsibilities:**

#### Team Leadership

- Provides recommendations for the development of the department's budget.
- Monitors the performance of the department (facilities operations, maintenance, and fleet functions).
- Assists with establishing departmental goals and the individual goals of each team member.
- Develops and administers policies, standards, practices, and security measures for all departmental functions to ensure effective and consistent department operations.
- Understands the Authority's policies and procedures, including its procurement policy and ensures the department.
- Recruits, hires, trains, supervises, mentors, and evaluates, employees according to the Authority's policies and procedures, ensuring the overall smooth functioning of the department.

- Provides guidance and direction for the development of all assigned employees to improve the overall professionalism of the department and the support provided to the Authority.
- Plans and oversees improvements, including upgrades to facilities and systems.
- Ensures that the department is aligned to the Authority's mission and organizational goals.
- Assist leadership by advising on matters concerning operations, facilities, procedures, policies and strategies.

#### Management

- Follows and ensures that the department follows the Authority's policies and procedures, including those related to procurement.
- Performs standard supervisory administrative duties including monitoring budget alignment, weekly scheduling, timesheets, expense and reimbursement reports.
- Directs the development and implementation of strategic, maintenance and operational plans relevant to the department.
- Gives directions, identifies and resolves challenges, and establishes deadlines to ensure timely completion of departmental functions.
- Responsible for the procurement of necessary equipment, supplies and materials, ensuring the efficient and effective use of Authority and, where applicable, County resources.
- Identify cost-saving opportunities while maintaining quality and safety standards.
- Provides periodic reports to senior management and/or the board of directors.
- Reviews and analyzes reports, records, and directives and confers with the department supervisors to plan departmental activities. Develops and implements new methods and procedures to enhance operations and safety.

#### Facilities Operations

- Assists in the overall planning, development, maintenance, and administration of facilities management.
- Monitors and manages departmental contracts and vendor performance.
- Conducts or facilitates routine inspections and risk assessments to identify and address potential areas of concern.
- Ensures that all required and necessary tasks, inspections, tests, and maintenance of systems, equipment and facilities are conducted by vendors

and the department in accordance with any applicable requirements, policies and procedures.

#### Project Management

- Coordinates project management activities, resources, equipment and information.
- Monitors and tracks each project's progress and identifies and resolves issues.
- Develop scopes of work, reviews and evaluate procurement documents.
- Oversee the planning and construction of facilities and/or the renovation or improvement of an existing facility.
- May be assigned to independent projects in conjunction with other departments or to represent the Authority with outside agencies and organizations.

#### Knowledge, Skills and Abilities:

- Ability to work independently and without direct supervision.
- Ability to communicate effectively with stakeholders, customers, vendors and personnel.
- High proficiency with Outlook, Word, and Excel; moderate proficiency with PowerPoint.
- Flexibility, as occasional adjustment of regular work hours may be required.
- Skill and ability to perform various operational functions on computers, including data entry, ability to research, analyze and report on a variety of subject matters related to the position.

#### **Minimum Qualifications:**

- Bachelor's degree is required, preferably in business or a related field.
- Project Management Certification in construction management is preferred
- Minimum of ten (10) years of progressively responsible professional experience, preferably in the public sector, business administration, and/or facilities management field.

#### Physical Requirements:

- This position largely requires a person to stand and/or sit for long periods of time (up to 8 hours per day).
- This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- Must be able to lift up to 10 pounds.

- This role routinely uses standard office equipment such as computers, telephones, printers, photocopiers, filing cabinets and fax machines.

Travel Requirements:

- Occasional travel is required.

**Why Should You Join Our Team**

As a dynamic agency, we understand what it means to have a work culture that is dedicated and flexible to create a work/life balance. The Revenue Authority of Prince George's County is an equal opportunity employer committed to promoting an inclusive work environment free of discrimination and harassment. We are committed to our mission and values, while promoting a sense of belonging and growth with our coworkers.

Together, we continue to build a culture that encourages, supports, and celebrates the diverse voices of our employees.

We are proud to offer a comprehensive benefits package including:

- Medical, Dental, vision, EAP services, and more!
- Vacation, Sick and Personal Leave
- 401K Retirement Savings Plan
- Telework/Hybrid Work for Qualified Positions
- Opportunities for Professional Development
- Friendly Team-oriented Work Environment

If you are interested in this position, we encourage you to apply!

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&ccld=19000101\\_000001&jobId=552290&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&ccld=19000101_000001&jobId=552290&lang=en_US)

**Conditions of Employment**

**Must successfully complete background check****Eligibility to Work**

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidates for employment will be required to show and verify authorization to work in the United States.

**Closing Date**

Open until filled.

**Pay**

\$100,000 Annually – Exempt