

## **Assistant Manager, Facilities Information Technology, Space and Property Management Information System**

### **General Description:**

This position has primary responsibility for Princeton University's Space and Property Management Information System (SPMIS) and for managing Facilities' SPMIS unit. The SPMIS unit is a part of Facilities Information Technology (FIT), which is itself a unit of Facilities Administrative Services (FAS), a department of 33 people which provides services to Princeton's 1000+ person Facilities organization.

The Assistant Manager is expected to: Provide leadership, management, and administration to ensure effective, efficient and excellent SPMIS services for customers throughout Facilities and Princeton University. Strengthen processes and secure and deploy the necessary resources required to support the University's need for more accurate and timely space information. Direct the development, maintenance, and operations of the SPMIS. Coordinate the centralization of spatial data for the SPMIS enterprise system that supports customers throughout the University, but particularly in Facilities (working closely with the Office of the University Architect, Office of Design and Construction, Engineering, Grounds and Building Maintenance and Housing) and in the Provost's office. Act as primary contact for Princeton University's SPMIS related issues; work closely with the SPMIS advisory group, the Office of the Provost, the Office of the University Architect, Facilities management and other key stakeholders to ensure that the work of the SPMIS is aligned with Facilities' and Princeton University's strategic priorities and needs. Lead efforts to better utilize SPMIS on campus and to leverage past and future investments in SPMIS to better steward the campus, allocate space, and plan. Serve as the advocate for SPMIS within Facilities and across campus.

### **FIT Assistant Manager - SPMIS Responsibilities:**

#### Data Content & Management

Oversee the development, management, and maintenance of digital/spatial data for Princeton University facilities and real estate. Ensure systems, services, and procedures exist to effectively collect, create, store, manipulate, access, display, analyze, update, and maintain digital/spatial data in a manner that supports clients' needs. Provide integration with other sources of data and accessibility to Facilities personnel and to appropriate members of the broader Princeton community. Provide regular progress reports and summary level briefs on issues relating to space, in support of clients' space planning and facility management projects. Improve and implement SPMIS policies; enhance SPMIS systems; compile space information and track space information related to capital projects. Establish operating standards, policies and procedures, quality assurance /quality control, data verification, and data security methodologies. Identify and implement opportunities to improve and enhance SPMIS efficiency and performance.

Manage staff of three analysts who research space information, meet mapping needs of customers, and maintain archives. Meet with customers and translate their requirements into

logical, economical, and practical projects and initiatives. Prioritize SPMIS project slate and initiatives on behalf of customers. Ensure SPMIS delivers excellent customer service. Prioritize system and data development to meet business needs. Coordinate development and implementation to assure overall system compatibility and maintain control over future development path. Plan work processes and assignments within the SPMIS unit. Through outreach, help clients better understand and leverage SPMIS systems and capabilities.

Maintain and further develop Princeton University's SPMIS, which currently includes: architectural floor plans (AutoCAD), asset drawings (Archibus) and the associated space accounting database, campus base map and associated data layers, aerial photography, land ownership, parking inventory, and library of digital project record documents. Manage the maintenance of floor plans and space data for the university's space and lands (currently ~10 million GSF and more than 500 acres). Responsible for space management policies, guidelines, and standards relating to the measurement, classification, documentation, and representation of space including AutoCAD construction drawings, space measurement procedures, and space classification. Manage the assignment of building and room numbers, and maintain primary data source regarding room use, organizational assignment, and area (sq.ft.). Support indirect cost recovery space survey (FUSS). Manage the publishing of floor plans and related space inventory reports for access by appropriate members of the Princeton University community, and develop, implement and manage a process to ensure space information is kept up to date in the SPMIS. Manage the ongoing maintenance of the campus base map. Manage photogrammetric consultants for regular planimetric base map and aerial photography updates. Oversee the design and configuration of additional thematic maps to support specific project/client needs. Manage Princeton University's digital library of project record drawings. Maintain the appropriate section of the Princeton University Design Standards which specifies format, content, and submittal requirements for project construction and record documents. Manage SPMIS resources to provide ad-hoc/custom data requests and ad-hoc/custom maps and analyses to meet customers' needs.

### **Job Qualifications:**

Minimum of an Associate's Degree in architecture, engineering, building science, planning or related/relevant field is required; and at least four years of progressively responsible experience in SPMIS/GIS (using AutoCAD, CAMF and GIS in an architectural or planning environment with additional proven proficiency in CAD systems management, standards, detail standardization and integration), or any equivalent combination of experience, education or training. Experience in facilities design, construction and/or maintenance, preferably with experience related to campus planning, design and construction, is particularly helpful. In addition, four or more years experience with Archibus FM and ESRI (or their equivalents) is strongly preferred.

Significant experience in higher education or a related/equivalent organization is highly desirable. Demonstrated experience in one or more of the following: strategic planning, project management, business process modeling and change management. Demonstrated ability to anticipate the University's data needs over the next decade. Experience in implementation, management or utilization of one or more higher education enterprise systems relevant to

Facilities is an added plus. Superior interpersonal, excellent communication and leadership skills along with strong management, supervisory, prioritization and organizational skills are essential.

**Other Position Details:**

<b>Princeton University Requisition Number:</b>	0800280
<b>Department:</b>	Facilities Administrative Services – 937
<b>Job Function:</b>	Systems Professional
<b>Grade:</b>	AIT 040
<b>Standard Hours:</b>	36.25
<b>Full-time/Part-time:</b>	Full Time
<b>Eligible for Overtime:</b>	No
<b>Benefits Eligible:</b>	Yes
<b>Union Code:</b>	Not Applicable
<b>Education Required:</b>	Associate's Degree
<b>Application Deadline:</b>	Open Until Filled or See Position Summary.
<b>Instructions for Applying:</b>	Complete the online application and click "Apply to this Posting"
<b>Other Documents:</b>	Resume/CV, Cover Letter

Online Link:

<https://jobs.princeton.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1212149009570>

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