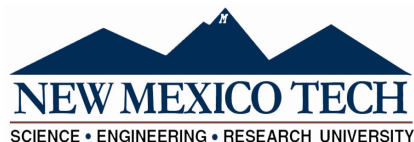


Posted: April 18, 2024



POSITION ANNOUNCEMENT

TITLE: ASSISTANT DIRECTOR OF BUSINESS

DEPT: FACILITIES MANAGEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$54,000-\$69,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: April 26, 2024* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Advises and assists the Director in the operation and financial aspects of Facilities Management. Oversees Managers of Office, Accounting, Warehouse, Shipping and Receiving, and Garage Departments. Assists in all aspects of system implementation including inventory system, work order system, and time entry system. Assists with overseeing Wage Rates and Prevailing Wage Documents. Creates various management reports for the Director. Oversees Safety training System and Reporting.

JOBS FUNCTIONS:

- Directing and overseeing Office Manager, Fleet Manager, Business Admin Specialist, Warehouse Supervisor. 15%
- Complete Monthly Certifications, Monthly Reporting, FM Financial Statements on the status of FM funds. Reviews expenditures against budget. Fixes accounting errors. Creates various reports for the Director. 30%
- Prevailing Wage Reporting. Monitors Budget vs expenses on FM Projects. 15%
- Assist in the development of the annual budget for FM operation. Creates Annual FM Shop Rates. 10%
- Oversees Safety Training Compliance for the Department. 10%
- Assists in the implementation of new systems as required for the accounting, warehouse, and shipping and receiving departments as required. Maintains new and existing systems as necessary. Makes recommendations for systems enhancements as needed. Audits current system transactions to ensure work orders are being charged correctly, inventory issues are being handled correctly and other systems are functioning correctly. Establishing and maintaining departmental procedures. 15%
- Other Duties as Assigned. 5%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Bachelor's Degree in Management, Accounting, or Business. 5-10 Years of Accounting and Management Experience. Computer knowledge including database development/excel worksheets. Creation of Reports. A pre-employment drug screen required upon hire.

DESIRED QUALIFICATIONS:

Prevailing Wages Reporting.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 10%	Sitting 75%	Walking 5%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 2%	Kneeling 2%
Crawling 2%	Climbing 2%	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu