

**DIRECTOR OF FACILITIES ENGINEERING AND OPERATIONS (OFEO)
Smithsonian Institution**

The Smithsonian offers unique challenges with its highly specialized buildings and labs, the need for precise environmental controls as well as security for its priceless collections and the maintenance required to provide a safe and welcoming environment for 24 million annual visitors. The Director will assume responsibility for over 450 buildings and structures ranging in age from new to 175 years old, about 900,000 square feet of leased space, about 20,000 acres of land, and about 8 million square feet of owned facilities worldwide, including 16 museum and gallery buildings in Washington, D.C., and New York City. In addition, the Institution operates and maintains the National Zoo in Washington, D.C., an animal conservation and research center in Virginia; collections preservation, storage, and restoration facilities at Suitland, Maryland; centers for biological research, conservation and education in Panama and on the Chesapeake Bay near Edgewater, Maryland; a center for astrophysics in Cambridge, Massachusetts; the Whipple Observatory on Mt. Hopkins in Arizona; a telescope site in Hawaii; and a marine research station at Fort Pierce, Florida. Total federal and trust fund OFEO resources include approximately 2,000 employees ranging from custodial through Senior Level staff and a budget of approximately \$300 million. Organizations reporting to the Director include the Offices of Facilities Management and Reliability; Planning and Project Management; Engineering, Design and Construction, Strategic Planning and Resources; Safety, Health, and Environmental Management, Security and Horticulture.

The Director reports to the Undersecretary for Finance and Administration and is the principal advisor to senior Smithsonian staff of all aspects of facilities management and support.

RESPONSIBILITIES:

Provides advice and recommendations on broad policy, program and human resource matters affecting facilities support aspects of Smithsonian programs and operations.

Oversees the Institution's long-range program for facilities planning, development, construction, operation, preservation, and alteration, defining problems or areas for study, and formulating design and funding criteria upon which project proposals are based. Leads collaborative efforts to develop strategies to justify project proposals and funding requests

Leads, directs, coordinates and integrates the programs and activities of the organizations within facilities services, providing policy guidance and technical leadership to ensure efficiency and economy. Collaboratively sets and evaluates performance standards, and takes actions to recognize contributions or to improve performance

Sets the leadership pace within facilities services for organization and human resources development, and provides leadership for developing and administering policies to achieve related organizational objectives in such areas as personnel and performance management, equal opportunity and cultural/gender diversity.

Oversees vision development and implementation, strategic and business planning, goal—setting, quality implementation, organizational performance measurement, and reinvention efforts, ensuring alignment with the SI vision, values and goals

Ensures that OFEO has established adequate management control systems to monitor expenses and does not exceed formal financial allocations. Adheres to financial management policies and procedures contained in relevant SI Office memoranda, directives and manuals. Oversees and ensures proper administration of federal and trust funds for OFEO. Maintains general oversight of the financial management activities of OFEO units to ensure that activities associated with financial management and related reporting systems are responsive, accurate and efficient.

Represents the Smithsonian in dealing with other federal agencies, professional organizations, law enforcement agencies, community organizations and municipal governments. Represents the Smithsonian before or on various high level boards, commissions, and professional organizations.

QUALIFICATIONS:

A bachelors degree in Engineering, Architecture or combination of education and experience that would equip the applicant with the knowledge and skills to successfully perform in this position. Professional Engineer, Licensed Architect or IFMA Certification in Facilities Management is desirable.

Leadership experience at a managerial level that includes strategic planning, goal setting, performance management for a large organization.

Demonstrated experience leading and managing a culturally diverse workforce, attracting, retaining and motivating staff, and providing guidance on work issues; and implementing EEO/Affirmative Action policies and programs.

Ability to plan, manage and oversee an expansive facilities management program in a large multi disciplinary organization including effective administration, establishing controls, analyzing variances and maintaining accurate and timely reporting.

Excellent written and oral communications and social skills in dealing with senior management, Boards and representing the organization before Congress, commissions, professional and community organizations.

Demonstrated ability to communicate and collaborate on complex projects and build consensus in accomplishing goals.

TO APPLY:

E-mail a resume, cover letter indicating your interest in position # EX-09-10 and responses to the qualifications listed above. You may use an outline or narrative format to present concise statements of experience, accomplishments, responsibilities, and education. Please do not exceed one page for each qualification. Our initial screening will be based entirely on the information in your application package.

Applicant Survey Form All candidates, except Smithsonian Institution employees, are requested to complete and submit the enclosed Applicant Survey Form with the application. This form will be used to determine the demographics of applicants who apply for vacancies at the Smithsonian Institution, and will not affect consideration for this position. The survey form may be obtained on our website at www.si.edu/ohr.

Thomas Lawrence
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Smithsonian has several funding sources and as a result has two types of employees. This is a Smithsonian Trust (private sector) position. The salary range \$142,000 - \$177,561. The starting salary will be commensurate with experience. Trust employees have a comprehensive benefit program and a lucrative, fully vested retirement plane with TIAA-Cref. This position can also be funded as a federal civil service position. The federal announcement (EX-09-11) can be found at www.si.edu/ohr.

This appointment will be subject to the applicant's successful completion of a pre-appointment background check and a subsequent background investigation.

The Smithsonian Institution is an Equal Opportunity Employer