



Position Title: Senior V.P. of Asset Management
Reports To: Chief Operating Officer
Department: Operations
Status: Exempt /Full-Time

Position Summary:

To insure the safety and well-being of users of council owned properties and leased sites through the effective and efficient development, maintenance, operation, and supervision of property, facilities, and equipment that meet program needs at all campsites and the Service Centers.

This position will contribute to the strategic visioning of the council by analyzing the value of the properties and developing a property utilization plan. This position will assess the value of facilities operation by usage, cost and support to council members and volunteers.

Essential Functions:

- Effective administration of property maintenance and development in support of program designs and goals.
- Work closely with CEO and COO in determining the needs for Council Service Centers, Camps and other sites.
- Assess current properties for value and depreciation.
- Coordinate the development, implementation and evaluation of the council's comprehensive Risk Management Plan.
- Studies and analyzes the camping and recreational needs and resources to provide outdoor services appropriately throughout Council's jurisdiction.
- Audit properties using standard tools to ensure consistent and customer-focused delivery of service.
- Explore ways to maximize revenue streams for non-Girl Scout events/activities at the property locations.
- Administer property personnel, contractors, property users etc. by ensuring that Federal, State, County, Town, Council, American Camping Association, Insurance, Health and Safety requirements are met. Ensure all contracts are bid on a regular basis to ensure best value to the council.
- Supervise the property staff and ensure the efficient maintenance of all operating facilities in the Council's jurisdiction.

- Ensures that diversity and pluralism are embraced and incorporated into the work of the Council
- Monitor safety compliance issues in all operating facilities of the Council's jurisdiction.
- Responds to customer input and needs.

Budget and Inventory:

- File and ensure compliance of all permits for site usage and programs.
- Reviews and update property insurance and inventories.
- Reviews and updates schedules and plans, budgets including capital improvements.
- Develop and administer budget for all property development and management programs.

Miscellaneous:

- Provide research information for the development of possible funding sources.
- Oversee the development of volunteer work project programs at Council Properties.
- Seek and accept opportunities for professional growth and development.
- Act as a liaison to assigned committees.
- Accomplishes department and organization mission by completing other related jobs as needed.

Supervisory Responsibilities:

- Supervise Property Manager and Property Staff.
- Ensures that the responsibilities, authorities, and accountability of all direct reports are defined, understood and managed.
- Provide ongoing coaching, training, support and an atmosphere for open and direct communication with direct reports.

Qualifications:

- Four-year baccalaureate degree in Facilities Management or related field; equivalent combination of education and experience may be acceptable.
- Excellent supervisory experience.
- Knowledge and experience with building, property and equipment maintenance, construction and development requirements.
- Knowledge of outdoor youth development programming an asset.
- Ability to foster strong working relationships with colleagues and volunteers.
- Technical knowledge and certification for swimming pool and municipal water systems or willingness to obtain.
- Must be able to work weekends and evenings when necessary.
- Ability to train and teach use of all equipment utilized in the operation of the camps.
- Knowledge of or willingness to learn NYS Health requirements for camps.
- Must be willing and physically able to work outdoors in all types of weather.
- Ability to travel within GSWNY office sites within the Council's jurisdiction.
- Current valid drivers' license, proof of vehicle insurance.

Physical Requirements:

- The ability to lift and move heavy objects when necessary.

- The ability to self-transport to numerous off-site meetings as needed.

Incumbent's Signature

Date