

Manager, Facilities Operations and Budgets
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=254391>

Downloaded On: Apr. 2, 2025 3:16am

Posted Mar. 13, 2025, set to expire Jul. 12, 2025

Job Title Manager, Facilities Operations and Budgets
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Mar. 13, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager
Professional Staff

Academic Field(s) Administration - Other

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Job Description

Posting Details

Position Information

Position Title: Manager, Facilities Operations and Budgets

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Requisition Number: SCA00826

General Description

Reporting to the Associate Vice President, Facilities and Construction Management, the Manager, Facilities Operations and Budgets provides support in the development, implementation and maintenance of procedures and processes to ensure the effective internal operations of the Facilities Department. This position support the Facilities leadership team in the development, implementation, and maintenance of financial processes and systems to enhance overall operational efficiencies while monitoring the Facilities' budget. The Manager collaborates with internal and external stakeholders on matters related to procurement and contracts; and ensures adherence to internal processes, policies and deadlines.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Assist the Facilities leadership team in the development, refinement and implementation of

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business procedures and processes to streamline operations, while maintaining effective controls and oversight of the department's budget and expenditures.

- Assist the Facilities leadership team in the development and maintenance of departmental reports to increase operational efficiencies.
- Analyze departmental data and make recommendations to enhance the operational effectiveness.
- Develop financial systems and reporting to support organizational goals and objectives.
- Enhance collaboration and seek input from other internal departments on processes and/or customer service areas that can be improved.
- Serving as a member of the leadership team, participate in departmental meetings and assist the AVP and Directors with the development of presentations and meeting materials.
- Serve as a liaison with Purchasing, the Budget office, and General Counsel's office.
- Facilitate and lead problem-solving sessions with functional leaders and staff across the organization to respond to requests for information.
- Enter all change orders for department projects and submit requests for budget adjustments.
- Manage all fleet vehicles; providing coordination for required vehicle maintenance and inspections.
- Serve as a point of contact for waste management logistics, vendor concerns, and help to coordinate events including commencement.
- Attend meeting on behalf of the AVP or Director, as needed.
- Deliver quality customer services to both internal and external constituents in a professional, helpful and courteous manner.
- Other duties as assigned.

Minimum Qualifications

- High school diploma or GED equivalent required.
- A minimum of five (5) years of relevant work experience in an operational office setting, preferably within a facilities department required.
- Strong collaboration and communication skills required.
- Demonstrated proficiency using Microsoft Office software, including Word and Excel.
- Previous experience managing budgets required.
- Demonstrated ability to take initiative and work well independently.
- Must have good organizational skills and attention to detail.
- Ability to demonstrate good customer service skills and professionalism when dealing with colleagues, vendors and the public required.
- Experience and proficiency in Microsoft applications required.
- Previous experience using computerized maintenance management system (CMMS) system

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required.

- Ability to prioritize effectively and focus on completion of tasks and objectives within a face-paced work environment.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.

Preferred Qualifications

- Bachelor's degree preferred.

Work Location: Main Campus, NERC, CATC, NWRC

Benefits Summary

Benefits:

“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd

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week in August

For More information about the College benefits and eligibility based on employee class, please visit:
<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 3

Min Salary/Hourly Rate: \$54,498

Max Salary/Hourly Rate: \$89,921

Type of Position: Administrator

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn

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- The Chronicle
- Veterans Job Fair
- Professional & Technology Diversity Career Fair
- AL DIA - Diversity Career Fair
- Community College of Philadelphia Website
- Indeed.com
- Other

2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?

- No Response
- High School/GED
- Associates Degree
- Bachelor's Degree
- Master's Degree
- Doctorate
- Other

4. * Do you have previous experience managing budgets?

- Yes
- No

5. * Do you have a minimum of five (5) years of relevant work experience in an operational office setting, preferably within a facilities department?

- yes
- no

6. * Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.

- Yes, the salary range is within my expected salary expectations.
- No, the salary range is not within my expected salary expectations. (Please note:



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responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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PI265500711

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
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