



Director of Facilities and IT

POSITION: Director of Facilities and IT

SCOPE: Salaried, Exempt; Full-time

CHURCH: St Andrew's Presbyterian Church - PCUSA, Tucson, AZ 85704 <http://www.sapctucson.org>

MAJOR RESPONSIBILITIES:

The director has oversight for the physical plant, information systems and technology, daily operations, and facilities staffing for 67,000 sq. ft. of buildings on 8 acres.

- Daily responsibilities include leading a team in facilities operations, including event services, building maintenance and repairs, housekeeping, Audio Visual, and IT support
- Leads a volunteer team for physical resources and IT
- Responsible for vendor relations and supply procurement
- Responsible for facilities infrastructure, including HVAC, information system networks and servers, online streaming services, and internet/website domains
- Responsible for long-range facilities maintenance and project management

REQUIREMENTS AND SKILLS:

- Proven experience as facilities manager or relevant position
- Well-versed in information technology management and implementation
- Proficient in general maintenance and housekeeping methods, operating requirements, and safety precautions related to facilities management
- Procurement and negotiation skills
- Knowledge of basic budgetary management
- Strong verbal and written communication skills
- Excellent organizational and leadership skills

KEY ATTRIBUTES:

- Customer-centric
- Cooperative Spirit
- Integrity
- Initiative
- Supportive of the mission and values of St. Andrew's

Interested persons should submit their cover letter and resume to: bengel@sapctucson.org