

## JOB VACANCY ANNOUNCEMENT

Opening Date:	December 20, 2017	Closing Date:	Until Filled
Position:	<b><u>VP of Facilities &amp; Support Services</u></b>	Reports to:	President/CEO
Salary/Wage:	\$170,000 – \$183,872 DOE	Department:	ASNA Administration
Hours:	Monday – Friday; 8:00am – 5:00pm	Location:	SSMH

### **Brief Summary:**

Responsible for the effective management of all facilities, construction projects, property, and support services of the Arctic Slope Native Association, Ltd. Plan, direct and coordinate facilities management and projects to accomplish the goals established by the Board of Directors.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education:**

Bachelor's degree in pertinent field such as, but not limited to Engineering, Industrial Management, Health Administration, or Business Administration.

At least 3-5 years of experience with hospital facilities management.

At least 3-5 years of relevant experience in a supervisory capacity.

Familiarity with aspects of obtaining funding for new projects.

### **Desired Knowledge, Skills and Abilities:**

Knowledge of healthcare facilities, construction property and support services management methodologies.

Demonstrated capabilities in previous experience to effectively manage and oversee facilities management and operations of a multi-million dollar organization.

Knowledge and understanding of Indian Self-Determination Act and the principles of self-governance.

Knowledge of Joint Commission, OSHA, and CDC regulations and standards.

Ability to set goals and objectives to meet critical deadlines.

Excellent verbal and written communication skills, interpersonal skills, analytical skills and organizational skills.

Ability to deal with complex problems and to make timely and appropriate decisions.

Ability to maintain a flexible work schedule to meet demands of executive management of projects and programs.

Ability to develop and maintain constructive relationships with colleagues as well as outside agencies, organizations and individuals.

Ability to convey a professional and positive image and attitude regarding the hospital.

Ability to work effectively in a cross-cultural environment.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.  
PO Box 29 \* Barrow, AK 99723 \* 907.852.9204 \* FAX 907.852.6217

*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

*Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.*