Director, Facilities Management Information Systems

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Military
Posting Number: 20260229S

Location
Villanova, PA

Work Schedule: full-time/12-months

Department: 712-UTS - Operations

Position Summary

Why work at Villanova?

- **Join a mission-driven organization.** Since **Villanova University's** founding in 1842, we have been inspired by the values of truth, unity, and love, and are a community dedicated to service to others.
- **Villanova has been included among the nation's best colleges and universities.** VU's **inclusion** again in *U.S. News & World Report's* 2025 "Best Colleges" rankings is another indication of the University's continued prominence and forward momentum.
- **Villanova's most precious asset is our people**. As an employee, you will receive a holistic benefits package, generous paid time off, a competitive retirement savings plan, flexible work options, wellness programs including gym membership, professional development, tuition assistance, and **more**.

The Director of Facilities Management Information Systems (FMIS) provides strategic leadership and operational oversight for all IT systems supporting Facilities operations across the University. This senior role ensures that Facilities leverage modern technologies to optimize operations, enhance sustainability, and deliver data-driven insights. Serving as the primary liaison between Facilities and University Technology Services (UTS), the Director guides digital transformation, enterprise integration, and operational excellence across campus.

The Director is responsible for the reliability, security, and performance of mission-critical Facilities IT systems, aligning technology initiatives with the priorities of the University, Facilities Management Office (FMO), and UTS. This role leads the Facilities IT function, overseeing complex systems and infrastructure, including project delivery, system

implementation, lifecycle planning, uptime management, and cybersecurity. Through close collaboration with FMO and UTS, the Director ensures that Facilities IT solutions support efficient, secure, and innovative campus operations.

Villanova is a Catholic university sponsored by the Augustinian Order. The University is an equal opportunity employer and seeks candidates who understand, respect and can contribute to the University's mission and values.

Duties and Responsibilities

Strategic Planning - FMO IT Strategy & Innovation

- Translate University and UTS strategies into a Facilities IT roadmap aligned with operational and campus priorities.
- Partner with Facilities leadership to identify technology solutions that improve efficiency, sustainability, and the campus user experience.
- Evaluate and recommend emerging Facilities technologies, including AI and automation, for scalable and innovative adoption.
- Lead long-term planning for Facilities systems, including lifecycle management and enterprise integrations (ERP, analytics, and other institutional systems).
- Develop and enforce IT governance, policies, and standards for Facilities systems, ensuring cybersecurity compliance and alignment with University IT protocols.

Organizational Leadership - FMO IT Leadership & Collaboration

- Lead the Facilities IT function, including staff development, performance management, and fostering a culture of accountability, collaboration, and continuous improvement.
- Serve as the primary liaison between FMO and UTS, ensuring alignment, communication, and effective partnership.
- Partner with IT Finance and Business Operations to coordinate service delivery, technical execution, and system support, including internal and contracted/vendor IT resources.
- Build and maintain strong relationships with campus stakeholders, translating business needs into effective technology solutions.
- Lead cross-functional teams across Facilities, IT, and external partners to deliver successful outcomes.
- Manage vendor relationships, technology contracts, and procurement for Facilities IT initiatives.
- Lead, mentor, and develop IT staff supporting Facilities systems and technology projects.
- Establish and enforce documentation standards and practices for Facilities IT systems and services using enterprise platforms (e.g., TDX) to support knowledge management and operational continuity.

Operational Excellence - FMO IT Operational Excellence

- Oversee the performance, reliability, and security of mission-critical Facilities IT systems, infrastructure, and life-safety technologies.
- Lead the planning, implementation, and lifecycle management of Facilities IT systems, including:
- Computerized Maintenance Management Systems (CMMS) - e.g., ArcGIS/Archibus, Maximo, FM Systems.
- Building Automation & IoT Systems (BAS) - HVAC, lighting, energy management
- Space and occupancy management tools - classrooms, labs, offices, and common areas
- Environmental Health & Safety (EHS) platforms - compliance tracking and reporting
- Integration with enterprise systems - ERP, BI/analytics, AI initiatives
- Ensure cybersecurity, compliance, and adherence to IT governance standards across all systems.
- Establish and monitor KPIs, SLAs, and operational metrics to ensure high-quality service delivery.
- Oversee application and platform performance, including maintenance, upgrades, and continuous enhancement.
- Ensure service processes, workflows, and system documentation are maintained within IT service management platforms (e.g., TDX).
- Identify and implement opportunities for automation and process optimization to improve efficiency and reduce manual effort.
- Oversee project planning, budgets, and implementation timelines for Facilities IT initiatives.
- Develop and manage Facilities IT budgets, including forecasting, cost control, and resource allocation.
- Ensure fiscal responsibility across projects, vendor contracts, and ongoing operations.
- Provide regular reporting and updates to UTS and Facilities leadership on system performance, strategic initiatives, and operational metrics.

- Perform other duties and assist with projects as assigned.
- Participate in committees or initiatives beyond core Facilities IT responsibilities.

Minimum Qualifications

Formal Education

Bachelor's degree preferred, or equivalent combination of education and relevant work experience.

Work Experience

- 10+ years of related technical experience, including experience in:Facilities IT systems (CMMS, BAS/IoT, space management, EHS systems)

- Building automation, DDC, SCADA, or energy management systems
- Fire and life-safety systems or monitoring platforms
- Enterprise system integrations and IT service management
- 3-5 years of management or leadership experience, ideally leading IT teams in a divisional or departmental context.

Work Skills (e.g., written and verbal communication skills)

- Growth mindset with curiosity and willingness to ask challenging questions.
- Strong communication skills; able to translate technical concepts to functional and non-technical audiences.
- Empathy-based approach to supporting internal customers and stakeholders.
- Talent for building effective relationships and collaborating across teams.
- Excellent time management, planning, and documentation skills.
- Strong analytical and decision-making skills, including identifying trends and making informed business/technical recommendations.
- IT leadership capabilities, including partner and vendor management, metrics and reporting, service management and compliance, operational planning, project management, and the ability to adapt emerging technologies (e.g., AI, automation, analytics).
- Translating business and operational requirements into technical solutions.

Specific Job Knowledge (e.g., knowledge of principles and procedures related to field and area)

- IT governance and service management best practices.
- Facilities IT systems lifecycle management, planning, and enterprise integration.
- Cybersecurity compliance, risk management, and system security principles.
- Understanding of financial oversight and budgeting principles to ensure fiscally responsible management of Facilities IT initiatives.

Equipment Knowledge

- CMMS Platforms: e.g., WebTMA, Maximo, Archibus.
- Building Automation / DDC / SCADA Systems: including BAS for HVAC, lighting, energy, and environmental control (e.g., Niagara, Siemens Desigo).
- Fire and Life-Safety Systems: monitoring and emergency broadcast systems (e.g., Keltron, Silent Knight).
- Edge Computing / IoT Devices: controllers and embedded devices.
- IT Service Management & Documentation Platforms: e.g., TDX, SharePoint.
- Monitoring & Analytics Platforms: energy, lighting, HVAC, and facilities performance dashboards.

Other:

Ability to respond flexibly and provide leadership during critical system outages or emergencies.

Physical Requirements and/or Unusual Work Hours

Tools, machinery and equipment used:

- Standard office technology: computers, laptops, printers, phones, conferencing tools.
- Facilities IT systems oversight: CMMS, BAS/IoT dashboards, fire/life-safety monitoring platforms, edge controllers, and related software tools.
- Tools for testing, troubleshooting, and inspecting IT and building systems, as required.

Environmental conditions: (any unusual/adverse conditions such as exposure to chemicals, noise, illumination, air quality, weather exposure etc.).

- Primarily office-based work with regular visits to campus facilities.
- Exposure to mechanical rooms, rooftop equipment, building systems, and occasional outdoor areas.
- Moderate environmental conditions: noise, temperature variations, dust, and other typical building operational conditions.

Physical requirements: (items such as lifting, pushing, pulling, standing or sitting for extended periods of time, manual dexterity, walking etc.)

- Sedentary office work, including extended periods of sitting, computer use, and meetings.
- Ability to walk, climb stairs, and access mechanical rooms, rooftops, and other facilities as needed.
- Occasional lifting or carrying of IT equipment and building system components, up to 50 lbs.
- Ability to respond flexibly and provide leadership during rare critical system outages or emergencies.

Salary Posting Information

This position falls within salaried grade 18 and the range is $122,400-136,000. The final salary will be determined with consideration of several factors including the selected candidate's qualifications, department budget availability, market data, and internal equity.

Salary Grade
18

Diversity and inclusion have been and will continue to be an integral component of Villanova University’s mission. The University is an Equal Opportunity/Affirmative Action employer and seeks candidates who understand, respect and can contribute to the University’s mission and values.