



Portland Japanese Garden seeks Full-Time Director of Facilities & IT

Position Overview

The Director of Facilities & IT is responsible for managing the Facilities and IT teams to ensure that all Garden facilities and IT infrastructure are developed and maintained at a high level of quality. This position is great for someone who is a strategic thinker, a problem solver, and enjoys a hands-on approach. The Facilities and IT Teams currently have 2 staff members each who all report directly to the Director. Additional staff are likely to be added to these teams over the next several years. The Director of Facilities & IT reports to the Deputy Director.

Primary Duties (General)

- Create a strong culture of customer service, teamwork, attention to detail, and excellence in execution within Facilities and IT
- Direct, develop, and support Facilities and IT staff so they are set up for success
- Develop, update, and maintain strategic plans for Facilities and IT
- Direct the prioritization of projects and maintenance tasks
- Prepare and manage annual Facilities and IT budgets
- Meet regularly with staff to review project progress, discuss and align priorities, and resolve staffing or organizational issues
- Meet regularly with Deputy Director to report on project progress and align expectations
- Participate in and/or lead cross-departmental task forces and special projects
- As a member of the upper management team, set an excellent example of work ethic, judgement, and concern for the Garden and staff

Primary Duties (Facilities)

- Prepare annual Facilities maintenance plan
- Prepare and maintain long-term capital renewal and replacement plan
- As a member of the Garden Resource Committee, represent and report on Facilities projects
- Manage annual Facilities service maintenance contracts to ensure the Garden is getting the best value
- Assist as needed in Facilities maintenance activities

Primary Duties (IT)

- Direct updating and maintenance of the IT Strategic Plan
- Prepare and manage annual hardware replacement strategy and timing
- Manage IT support contracts to ensure the Garden is getting the best value
- Assist as needed in IT maintenance activities

Other Responsibilities

- Familiarize oneself with the organization and the Employee Handbook

- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication
- Serve as a role model for Garden volunteers, providing support and encouragement to volunteers in their roles across the Garden
- Maintain a high level of professionalism in manner and appearance
- Adhere to Garden Dress Code

Qualifications

- Five years IT management experience, leading diverse teams of professionals
- Bachelor's degree
- Excellent communication skills
- Comprehensive knowledge of and experience with current IT technology, including networking, Windows server environments, mobile technologies, wireless communications, and security protocols
- Familiarity with common construction methodology and contracting practices
- Proven ability to problem-solve complicated issues
- Proficiency in the suite of Microsoft Office products
- Current driver's license with clean driving record

Special Requirements

- Must be available for on-call response in after-hours emergency situations

Compensation & Schedule

- Salary: \$65,000 - \$75,000 per year
- This is a full-time, salaried position with 40-50 hours per week, Monday through Friday.
- Benefits: health, dental, and vision insurance (premium 100% covered for employees); 401k plan (after 1 year of service, with 4% employer match); paid vacation, sick, and holiday time.

Applications

To apply, please email a resume, cover letter, and three work-related references to humanresources@japanesegarden.org, with "Director of Facilities & IT" in the subject line. Please no phone calls or hand delivered applications. Submit application materials by **Monday, November 18th, 2019**.

All submitted applications will be held in confidence.

Organization Overview

The Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. The Garden has a year-round staff of 85+ FTE's and 30+ seasonal staff, supplemented by over 200 volunteers. All our staff play a vital role in helping our visitors experience the beauty and tranquility of the garden and expand their understanding of Japanese culture.

A few of the benefits our employees enjoy include:

- Working at a beautiful, authentic Japanese garden, overlooking the city
- Incentives for alternative transportation for your commute to work
- A workplace culture that prioritizes hiring and promoting from within

- Access to the Garden for you, your family, and your friends
- The opportunity to attend a variety of cultural events
- Reciprocal access to other area attractions, such as the Lan Su Chinese Garden, Portland Art Museum, and the Oregon Zoo

The Portland Japanese Garden is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.