



## ❖ Position Summary:

Deputy Director, Real Estate Development & Management (REDM)

This professional position is responsible for assisting the director with the daily operations of the division including management of the following bureaus and sections: Bureau of Building Construction, Bureau of Leasing, Bureau of Building Systems, Trades Section and Grounds Section.

This position is authorized to act as the owner-representative on behalf of the state, serving the public trust by ensuring that taxpayer funds are spent in accordance with legislative intent. The span of oversight also covers professional positions and the establishment of cost data to manage operational control and compliance. The position coordinates the complex delivery of design and construction in all size projects throughout the state, including the Florida Facilities Pool. This position is responsible for the Capital Improvement Plan, to include establishing projects and setting priorities for capital projects and fixed capital outlay planning.

## ❖ Pay Range:

\$90,000 – \$95,000

## ❖ Organization Background:

The Florida Department of Management Services (DMS) is a customer-oriented agency responsible for managing the various business and workforce-related functions of state government. Under the direction of Governor Ron DeSantis and DMS' Executive Leadership Team, the agency oversees the real estate, procurement, human resources, group insurance, retirement, telecommunications, private prisons, fleet, and federal property assistance programs utilized throughout Florida's state government. DMS is relied upon to establish, maintain, and improve the business processes used by state employees to create a better, not bigger, government. DMS facilitates the delivery of these programs and services and provides tools and training to bolster the efficiency and effectiveness of the state's workforce. It is against this backdrop that DMS strives to demonstrate its motto, "We serve those who serve Florida." Under the leadership of DMS Secretary Jonathan Satter, DMS' employees embody four pillars on a daily basis: lead by example, serve with excellence, create efficiencies, and challenge the status quo.

Learn more about the business and workforce arm of Florida government here:

<http://www.dms.myflorid>

## ❖ Location:

With its canopied roads shaded by moss-draped oaks, temperate climate, and award-winning state park system, Tallahassee is truly a gem within Florida — a state that has created more than 1.3 million private sector jobs since 2010 and offers its workers an excellent quality of life with no state income tax. Tallahassee is home to two major universities, a community college, the epicenter of state government, hundreds of



industry association headquarters, and multiple private-sector interests. It is in close proximity to the crystal-clear waters of Gulf Coast beaches and natural springs, the old-Florida charm of St. George Island, the Nature Coast, and the hospitality of several quaint South Georgia towns. Explore upcoming events and activities in Tallahassee: [www.visittallahassee.com](http://www.visittallahassee.com).

### ❖ **Position Responsibilities:**

Specific responsibilities of the Deputy Director of REDM include, but are not limited to, the following:

- This position assists in the development and implementation of best practices regarding real estate asset/portfolio operations management and construction, including the use of best practices and pro-active asset management principles.
- Assists management with recommendations for improvement, and as needed establishes new methods, processes and procedures concerning building construction and maintenance carried out by the division.
- Educates and guides bureau personnel on industry relevant new techniques and best practices through staff meetings, discussions and written communication. Guides bureaus in the use of data analytics for enhanced, informed planning for projects and budgeting. Oversees staff's training so they are cognizant of current trends pertaining to the mission of the Facilities Program.
- Directs the Bureau of Building Construction who is responsible for the construction of public buildings statewide, providing project management oversight for DMS-managed facilities and for other agencies that may not employ the technical staff to perform these duties. The bureau is responsible for managing Fixed Capital Outlay (FCO) funds appropriated by the Florida Legislature and overseeing the repair and renovation of DMS-managed facilities. Additionally, bureau staff acts as construction managers for other agencies, through client-agency agreements, to manage their encumbered funds and assure contract compliance for their agency's project(s). The bureau consists of the Design/Review Section, Tenant Improvement Section, Large Projects Section and Limited Scope Section.
- Directs the Bureau of Leasing who is responsible for administering public and private leasing, ensuring leases are in the best interest of the state. Additionally, this bureau oversees parking services statewide. The bureau consists of Leasing Operations Section and Leasing Support Section. Leasing Operations is responsible for the day to day leasing process by ensuring agency leases are in accordance with applicable rules, statutes and policies. Leasing Support is responsible for executing and processing all reserved, permit and temporary parking contracts, terminations and agreement for rental spaces from all state agencies through the Paid Parking program. Also responsible for applying space standards for leases, monitoring all space planning activities and track occupancy requirements and recommend space allocation for agencies and DMS in DMS managed facilities.
- Directs the Bureau of Building Systems that is responsible for leading the strategic integration of existing building automation systems with the latest technology and providing the technical expertise and vision necessary to modernize the Florida Facilities Pool (FFP).



- Directs the Trades Section which consists of Capitol Center Heating & Air Conditioning (HVAC) and Central Electrical Response Team (CERT). HVAC is responsible for all project management of assigned HVAC renovations; construction projects and HVAC systems repair within DMS maintained facilities. CERT is responsible for all electrical renovations, construction and repairs within all Tallahassee DMS maintained facilities.
- Directs the Grounds Section which is responsible for production of complete landscape architectural plans, including site evaluation, client considerations and environmental concerns for all Tallahassee DMS managed properties. Also responsible for the daily maintenance, upkeep and cleaning of all DMS grounds and parking facilities.
- Participates on the Governance Team for the facility management information system, guiding the development of predictive analytics.
- Act for Director in absence, as needed.

### ❖ **Candidate Profile Experience:**

The Deputy Director of REDM should possess the following qualifications:

- Minimum of seven years of progressive experience and responsibility in a facility maintenance field, five of which were holding a supervisory position directing a multi-functional staff.
- Must have strong facilitation and project management skills, excellent negotiation skills, teamwork, and ability to influence and motivate various team members in participation of our operations and construction programs.
- Experience in mining and analyzing data and using data analytics to drive operational processes, projects and budget.
- Experience establishing organizational goals and performance metrics aligned to those goals.
- Ability to travel up to 15% of the time throughout the state of Florida.
- Excellent written and verbal communication skills; training and presentation experience preferred.
- Proven record of providing excellent internal and external customer service.
- Experience managing vendor relationships and holding vendors accountable.
- Experience motivating individuals and teams to perform at a high level and to embrace change.
- Client and customer service focused with strong organizational, technology, and communication skills.
- Demonstrated history of success in staff team-building and leadership development including the assessment of staff abilities, the implementation of staff developmental goals, and the alignment of individual and unit goals with those of the department.
- Strong personal and professional motivation to produce results aligned with the department's goals and objectives.



- Ability to set and communicate goals, establish metrics, measure accomplishments, give appropriate feedback and hold people accountable.
- Valid and applicable Driver's License

❖ **Education:**

Completion of a four-year degree from an accredited college or university is required, professional experience can substitute on a year for year basis.

❖ **Reporting Relationships:**

This position reports to the Director of REDM.

❖ **Recruiting Contact:**

Karen Beard  
Recruiter  
Florida Department of Management Services  
Telephone: 850-487-1502  
Email: [Karen.Beard@dms.myflorida.com](mailto:Karen.Beard@dms.myflorida.com)

*The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.*

*DMS is committed to successfully recruiting and onboarding talented and skilled individuals into its workforce. We recognize the extensive training, experience, and transferrable skills that veterans and individuals with disabilities bring to the workforce. Veterans and individuals with disabilities are encouraged to contact our recruiter for guidance and answers to questions through the following email addresses.*

DMS.Ability@dms.myflorida.com

DMS.Veterans@dms.myflorida.com

*An individual with a disability is qualified if he or she satisfies the skills, experience, and other job-related requirements for a position and can perform the essential functions of the position with or without reasonable accommodation.*

*Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must contact the DMS Human Resources (HR) Office at 850-488-2707. DMS requests that applicants notify HR in advance to allow sufficient time to provide the accommodation.*

*The State of Florida supports a drug-free workplace. All employees are subject to reasonable suspicion drug testing in accordance with section 112.0455, Florida Statutes, Drug-Free Workplace Act.*

*The State of Florida and DMS participate in E-Verify. This federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.*

*Successful completion of a background screening will be required for this position.*