



## Job Description

**Job Title:** Associate Vice President **Grade:** P  
**Department:** Design and Construction **FLSA:** Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Performs a variety of very complex and high-level administrative duties to direct the activities and operations relating to the design and construction of college facilities.

### **Characteristic Duties and Responsibilities:**

1. Plans, oversees, and participates in all construction and design projects.
2. Acts as the liaison with construction management firms. Oversees their performance and coordinates their services.
3. Serves as the primary contact within the college and in the local community on capital planning and construction activities.
4. Supervises and oversees the operations of the Design and Construction department. Prepares and monitors budgets. Reviews and approves expenditures as necessary.
5. Oversees and participates in the development of requests for proposal, bids, contracts and estimates for construction. Negotiates and administers contracts with third-party vendors, architects, and contractors.
6. Analyzes problems, troubleshoots, and identifies alternative solutions. Projects possible consequences of proposed action and implements recommendation in support of accomplishing the desired results.
7. Reviews projects and contracts for compliance and take appropriate action to resolve discrepancies.
8. Provides staff assistance to the Executive Vice President. Confers and advises professional staff regarding areas of responsibility and college wide issues. Prepares and presents various reports for management and other necessary correspondence.
9. Serves as the primary representative for the college with the Office of State Construction, Mecklenburg County agencies, other licensing and funding agencies as necessary.
10. Selects, develops, motivates and evaluates assigned staff. Provides for staff training and professional development; counsels employees to correct deficiencies in their performance; implements disciplinary and termination procedures as necessary and in accordance with college policies.
11. Actively participates in strategic planning and goals setting activities pertaining to the assigned areas of responsibility.
12. Serves on councils, committees and task forces as assigned.
13. Performs other duties as assigned.



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### **Reporting Relationships:**

**Direction Received:** Reports to Executive Vice President  
**Direction Given:** Management of the operation of a major function with activities typically coordinated through administrative personnel above the level of first-line supervisors or personnel having mid-to-upper level management or professional responsibility

### **Minimum Requirements:**

Bachelor's degree from an accredited educational institution in engineering, construction management or a closely related field and eight years of experience in overseeing complex construction projects including budgeting, planning and bidding

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of construction rules and regulations for compliance  
Knowledge of construction bidding process and contractual terms and conditions  
Knowledge of accounting/finance rules and regulations as mandated by federal and state agencies  
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents  
Ability to negotiate terms of contracts  
Ability to respond to common inquiries or complaints from internal or external customers, regulatory agencies, or members of the business community  
Ability to write and speak effectively and make presentations  
Ability to work with mathematical concepts such as probability  
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations  
Ability to define problems, collect data, establish facts, and draw valid conclusions  
Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables  
Knowledge and understanding of community college operations, especially CPCC  
Demonstrate ability to work in a team  
Supervisor/ leadership skills  
Proficiency with office software and equipment

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.  
May 2009



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### **Working Conditions:**

Typical office environment; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; infrequently exposed to outdoor environmental conditions and hazards at a construction site; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences