



Job Description

Job Title: Associate Vice President, Facilities

Job Code: 1215

Department: Facilities Services

Grade: P

Date: October, 2000

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:

Plans, directs, and oversees the operational and budgetary activities of the Facilities Services and Construction Divisions. Coordinates assigned activities with other divisions, departments, and outside agencies. Provides highly responsible and complex administrative support to the Executive Vice President.

Characteristic Duties and Responsibilities:

1. Plans, directs, oversees, and participates in the development of divisional work plans to include all construction projects and plant services operations. Assigns work activities to Directors and Supervisors.
2. Monitors work flow and work products, results, methods and procedures.
3. Serves as primary contact to the internal and external community on capital planning and construction.
4. Supervises and participates in the development and administration of the plant services and construction project budgets. Monitors and approves expenditures as necessary.
5. Develops, plans, and participates in the implementation of divisional goals. Initiates and recommends actions to accomplish these objectives.
6. Coordinates division activities with other divisions, departments and outside agencies.
7. Provides staff assistance to the Executive V. P. and confers and advises professional staff regarding areas of responsibility and college-wide issues. Prepares and presents various reports and other necessary correspondence.
8. Supervises and participates in the development of RFPs, bids, contracts and proposals for construction and services. Negotiates and administers contracts with outside vendors, architects and others.
9. Review projects and contracts for compliance and take appropriate actions to resolve discrepancies.
10. Develops, implements and evaluates programs and strategies designed to create and maintain safe, functional, secure, clean and orderly facilities to ensure efficient and economical operation.
11. Analyzes problems, trouble-shoots and identifies alternative solutions, project consequences of proposed actions and implements recommendations in support of accomplishing desired results.
12. Selects, trains, motivates, and evaluates personnel. Provides for or coordinates staff training and professional development; counsels with employees to correct deficiencies in performance; implements disciplinary and termination procedures if necessary.
13. Acts on behalf of the Executive Vice President in his/her absences.

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.



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Reporting Relationships:

Direction Received: Reports to Executive Vice President.

Direction Given: Administrative support, managers and other professional personnel, report to this position for operational coordination.

Minimum Requirements:

Requires a Master's degree in Management, Marketing, or Business Administration and six years of progressively responsible management experience in different phases of Auxiliary or Facilities Services and College Administration.

Knowledge, Skills, Abilities and Worker Characteristics:

Interpersonal skills.

Computer skills.

Analytical skills and ability.

Knowledge of Auxiliary, Facilities and General Services operations principles and practices.

Working Conditions:

Typical office environment.