



## Job Description

<b>Job Title:</b>	Assistant to the Vice President for Operations	<b>Job Code:</b>	1200
<b>Department:</b>	College and Plant Service	<b>Grade:</b>	O
<b>Date:</b>	July 10, 1998	<b>FLSA:</b>	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 and manages the operational and budgetary activities of the College's Auxiliary and Plant Services divisions and provides highly responsible and complex administrative support to the Vice President for Administrative Services.

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

1. Directs and coordinates the development of divisional work plan by assigning projects and work activities to Directors/Supervisors, monitoring work flow and reviewing work products/results, methods and procedures.
2. Supervises and participates in the development and administration of the college, plant and general services budgets; monitors and approves expenditures as necessary and recommends budget transfers.
3. Develops, plans and participates in implementation of divisional goals; initiates and recommends steps to accomplish these short-term objectives.
4. Coordinates division activities with those of other divisions, departments and outside agencies.
5. Provides staff assistance to the Vice President for Administrative Services and other senior level administrators; prepares and presents various reports and other necessary correspondence.
6. Confers with and provides staff assistance and advice to higher level college professional staff regarding areas of responsibility or college-wide issues; recommends, drafts, administers policies and procedures.
7. Supervises and participates in the preparation of request for proposals/bids, and negotiates and administers contracts with outside contractors and vendors.
8. Develops, implements and evaluates programs and strategies designed to create and maintain safe, functional, secure, clean and orderly facilities.
9. Analyzes problems, identifies alternative solutions, determines consequences of proposed actions and implements recommendations in support of accomplishing desired results.
10. Selects, trains, motivates and evaluates personnel; counsels employees in correcting deficiencies in performance and implements disciplinary and termination procedures if necessary.
11. Conducts weekly staff meetings and maintains communication with directors and supervisors.
12. Acts on behalf of the Vice President for Administrative Services in the event of absences.



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### **Reporting Relationships:**

**Direction Received:** Reports to the Vice President for Administrative Services.

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

### **Minimum Requirements:**

Requires broad knowledge of basic theories and principles, concepts and methodology of a general professional or specialized technical field as would normally be acquired through a Bachelor's degree in Business Administration and four years experience.

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

Good management skills.

Good organizational skills.

Knowledge of computers.

Good analytical skills.

Knowledge of the operation of Auxiliary, Plant and General Services Operations.

### **Working Conditions:**

Typical office environment.