



Job Classification Description

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To oversee and carry out a variety of management responsibilities for CCV facilities, capital budget projects, telecommunications and information technology; to assist with development and implementation of administrative processes and systems.

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- Oversee and manage lease negotiations and management and the maintenance and facility operations at all CCV leased properties; oversee and monitor construction projects related to capital projects or routine maintenance.
- Coordinate and manage safety compliance and risk management for the College; maintain the College safety plan and all relevant records for compliance; arrange or conduct training in areas related to OSHA/VOSHA and Occupational Health regulations. Conduct or arrange regular safety inspections and walk-throughs at College facilities in conjunction with VSC insurance carriers, State officials or other officials as appropriate to promote and ensure good prevention/risk management practices.
- Manage information technology operations for the college, including: supervision

- Stay abreast of current issues and methods in the field of facilities, safety and information technology which may relate to best practices and higher education.
- Perform other related tasks as needed or requested.



General direction is received from the Dean of Administration.



Functional and partial administrative supervision of two to five Information Technology staff.

N A L I A N

Bachelors degree in a business discipline or public administration with a relevant masters degree preferred, plus four to six years applicable experience or a combination of education and experience from which knowledge and skills are acquired.

- Relevant management experience, preferably in higher education.
- Knowledge and experience with facilities maintenance, lease standards, and awareness of legal aspects of landlord/tenant relations
- Excellent knowledge and experience with information technology.
- Knowledge of OSHA/VOSHA, occupational health hazards, fire safety and risk management.
- Ability to exercise judgment and discretion.
- Good planning, organizational, administrative, supervisory and communication skills.
- Ability to deal effectively with a wide range of people within and outside the VSC.

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