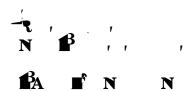


Job Classification Description



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.



- 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 walkthroughs 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

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- 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 ALE 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.

