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| Position Title: | Director, Campus Support Services | | |
| Reports To: | Dean | | |
| Department: | Campus Support Services | Job Code: | 0392-00E |
| Prepared By/Date: | Jennifer C. Brito/06-8-2009 | Job Group: | PEC |
| Approved By/Date: | College-wide/08-22-2011 | Salary Grade: | 17 |
| Revised: | Donna French/08-22-2011 | FLSA Status: | Exempt |

Summary:

Provides leadership and direction to campus departments requiring general support services.

Essential Duties and Responsibilities:

- Manages campus services that include facilities emergency preparedness, security, custodial services, aquatic facilities, Athletic Facilities, PBX, duplicating and mail services
- Directs the Receiving function, Special Events set ups, including Shuttle service
- Coordinates plant maintenance needs with District Facilities Maintenance
- Hires, supervises, and evaluates personnel by identifying needs and revenue sources
- Develops and administers related budgets for staff and resources in the department
- Coordinates the set up and services for special event activities with other departments
- Sets priorities and manages multiple projects
- Analyzes, troubleshoots, and implements corrective measures to maintain services for a campus
- Consults with administrators, supporting staff and faculty to assess individual and departmental Campus Support Services' needs and to design efficient, effective responses to meet them
- Establishes effectiveness measures to document departmental responsiveness to changed circumstances
- Ensures that the College is in compliance with OSHA guidelines concerning biohazard materials
- Supervises PBX operators at a campus, coordinates work schedules of staff and promotes a positive, service-oriented image of the College
- Oversees proper maintenance of athletic fields at a campus
- Handles negotiations and maintenance of all service contracts for a campus
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and familiarity with one or more of the assigned areas (capital planning and development, emergency preparedness, custodial, security, mail, duplicating and/or telecommunications)
- Knowledge of applicable federal, state and local law enforcement procedures as it relates to departments under his or her supervision and the campus
- Knowledge and familiarity on application and usage of custodial supplies and materials
- Knowledge and familiarity of conflict resolution procedures
- Knowledge and familiarity with relevant software applications (word processing, spreadsheet, database and project management)
- Knowledge of college educational philosophy and top management administrative practices and procedures
- Knowledge of technological systems as they apply to instructional, administrative and workplace needs
- Employee development and performance management skills

- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to understand and follow campus procedures and guidelines
- Ability to develop and interpret financial data/plans and manage resources including facilities and equipment inventory management
- Ability to analyze and interpret financial data
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with college standards and guidelines
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty, and staff
- Ability to communicate effectively with employees, faculty, staff and community groups
- Ability to work in a multi-ethnic and multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelors and eight (8) years of relevant experience including five (5) years of management/supervisory experience; or Master’s degree and four (4) years of relevant experience including three (3) years of management/supervisory experience directly related to the duties and responsibilities specified

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name