



Position Title:	Senior Director of Campus Administration	Job Code:	0677-00E
Reports To:	Campus President	Job Group:	PEC
Department:	Administration	Salary Grade:	19
Prepared By/Date:	Jennifer C. Brito/7-18-2008	FLSA Status:	Exempt
Approved By/Date:	Rolando Montoya/9/02/2011		
Revised:	Martha Arrieta/09-02-2011		

Summary:

Serves as chief operations officer on a campus with responsibility of overseeing the proper functioning of all operations activities and is an integral member of the College and Campus management teams.

Essential Duties and Responsibilities:

- Directs, plans, implements, supervise and evaluate campus-wide administrative services in the areas of facilities, security, parking, campus services, custodial, duplicating, mail services, facility rental services, special event services, auxiliary services, community services, staffing, budget and other administrative duties as deemed appropriate by the Campus President
- Provides leadership, direction and supervision to students, faculty and staff
- Participates annually in budget preparation, development and implementation with responsibility for monitoring assigned Campus budgets throughout the year
- Participates in the identification and review of administrative processes in order to accommodate employee and student needs and interests
- Participates in the development and implementation of the College policies, procedures, and guidelines
- Participates in developing and implementing College initiatives
- Provides for the overall maintenance and inventories of equipment and for safety procedures where applicable
- Provides leadership in planning staff development activities/programs and developing community partnerships to meet the needs of the local community
- Works with Campus Presidents and other staff to assure college-wide institutional needs are met
- Promotes an environment supportive of the College mission and vision, student-centered services and teaching excellence
- Supervises campus facility quick jobs, renovations, remodeling, and new construction projects
- Advises Campus Presidents on facilities management issues
- Participates in the development of the Campus capital improvement priorities, including needs justification and project educational specifications
- Provides assistance in the implementation of federal and state guidelines and regulations
- Provides leadership as the Incident Commander for the Campus Crisis Management Team in the event of major emergencies
- Participates in the development of grant opportunities
- Provides leadership in the supervision of grant projects and support services as assigned by the Campus President
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of college educational philosophy and top management administrative practices and procedures; college curricula and instructional programs

- Knowledge of the goals, objectives, structure and operations of major college institutions
- Knowledge and skill in communicating effectively utilizing public relations principles and practices
- Knowledge of college policies and procedures
- Strategic planning skills to effect change in a multi-cultural environment
- Skills in employee development and performance management
- Strong leadership skills that promote dedication, creativity, innovation and growth
- 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 speak effectively to employees, faculty, staff and community groups

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, work is normally performed in a typical interior/office work environment with moderate noise.

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.

No or very limited physical effort required and no or very limited exposure to physical risk.

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.

- Master’s degree in Business Administration, Education or related field and six (6) years of senior level experience in higher education **or** equivalent managerial skills and possess demonstrated leadership and creative accomplishments in an administrative role at an institution of higher learning.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name