

Manager, Campus

FLSA Status: Exempt

Pay Grade: 24

Job Title ID: 281500

Job Series/Job Family: College Operations / Campus Manager Family

Reports To

Executive Vice President, College Operations

Job Purpose

To serve as ACC representative in the community, and to lead and supervise the functions and operations of a Campus.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Provides direct supervision for Campus based Building Services, Duplication/Mailroom, Evening Operations Coordinator(s) and Campus Administrative Office staff. Supervision includes hiring, assigning duties, coaching, training, evaluation, annual professional development plan and disciplinary action or termination. Interacts and collaborates with police, maintenance, contract custodial, food and vending services.
2. Regularly communicates with, faculty, staff, students, and others regarding College policies, procedures and processes. Resolves or refers campus related concerns/complaints to the appropriate offices.
3. Serves as liaison to internal and external individuals and groups. Collaborates with community leaders to establish and maintain the ACC campus as an involved community partner with advisory groups, school districts, chambers of commerce, economic developers, and other community members.
4. Coordinates campus-wide room scheduling for academic, workforce, Continuing Education and Adult Education classes, and for community use.
5. Serves as a liaison to, and regularly communicates with, faculty, staff, students, and community members regarding College policies, procedures and processes. Resolves or refers campus related concerns/complaints to the appropriate offices.
6. Approves, processes, and coordinates requests for use of college facilities for campus events by internal and external groups including permits/contracts, event insurance, and receipt of fees.
7. Coordinates events schedules and details with campus police, maintenance, building attendants, and media services, and community members as needed.
8. Organizes and schedules on-campus services provided by Facilities & Operations, and internal/external customers.
9. Plans, coordinates, and monitors on-campus maintenance, renovation and construction projects in collaboration with Facilities and Operations and Environmental Health Safety and Insurance departments.
10. Coordinates inspections, drills, and hazardous waste storage and elimination; organizes and trains campus emergency response team, including all support units; coordinates with Campus Police regarding campus safety and security.
11. Assists EVP, College Operations in developing College-wide operational policies and procedures for all campuses; and is responsible for implementing all such policies.
12. Develops and monitors campus budget; approves expenditures; prepares reports.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable

accommodations, that the essential functions of the job can be performed.

Required

- Principles, best practices, and trends in administrative management.
- Community priorities, goals, and economic development plans.
- Supervisory principles, practices, and methods.
- Services and functions of educational institutions.
- Facility operation and maintenance.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Collaboration with community members, faculty, staff, and students.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills, including tact and diplomacy with diverse constituencies.
- Effectively using organizational, managerial and event planning skills with attention to detail and follow through.
- Scheduling and planning events and necessary resources.
- Resolving scheduling and/or resource deployment issues and conflicts.
- Supervising and coordinating the activities of subordinate personnel.
- Overseeing the maintenance and operation of facilities.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Three years work experience, including one year management/supervisory experience.

Preferred

- Experience serving as a community leader, member, or representative.
- Experience serving as a liaison to community leaders, groups, members, and/or representatives.
- More than three years related work experience in supervision and facility operations management.
- Effective strategic and long term planning experience.

Education

Required

- Bachelor's degree

Preferred

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Other

Preferred

- Knowledge of ACC Administrative Rules, Policies and Procedures, Board Policy and Procedure manual, scheduling development guidelines, Employee, Faculty and Student Handbook, master plan documents, and Datatel reference guides.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.