

Manager, College Operations

FLSA Status: Exempt

Pay Grade: 24

Job Title ID: 281504

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

Reports To

Executive Vice President, College Operations

Job Purpose

To serve as the lead contact for internal staff and external constituents for the College Operations Executive Vice President. Support the Executive Vice President for all matters related to College Operations.

Description of Duties and Tasks

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

Required

1. Serves as the primary liaison, on behalf of the Executive Vice President, College Operations, to area school districts and external organizations and constituents.
2. Serves as a liaison to, and regularly communicates with, faculty, staff, students, and community members regarding College policies, procedures and processes.
3. Resolves college-related issues, concerns, and/or complaints.
4. Represents the Executive Vice President, College Operations, on various internal and external committees.
5. Coordinates/maintains the Campus Advisory Committee lists and attends each Campus Advisory Committee meeting.
6. Coordinates with faculty, staff and department chairs in assigning and maintaining office assignments at each of the campuses.
7. Prepares annual Memoranda of Understanding for all College Operations areas.
8. Disseminates college-wide and student emails via the Google email system.
9. Develops and implements operating policies and procedures.
10. Plans, develops, recommends, oversees budget and approves expenditures.
11. Prepares reports such as room utilization and availability, space, fixed assets, Board Agendas and ad-hoc reports.
12. Performs complex computer activities including word processing, data processing, scheduling processes and visual and graphic presentations.
13. Performs other duties as assigned by the Executive Vice President, College Operations.

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 and practices of management, accounting and budgetary theory.
- Principles and practices of payroll and purchasing practices.
- State and Federal laws and regulations pertaining to departmental budgets and accounting practices.
- Supervisory principles, practices, and methods.

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 confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively supervising, leading, and delegating tasks and authority.
- Effectively using interpersonal and public speaking communications skills, including tact and diplomacy.
- Effectively using organizational, management and event planning skills, with attention to detail and follow through.
- Strategic and long-term planning.
- Applying accounting and financial management principles.
- Maintaining an established work schedule.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting up to 10 lbs.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Two years related work experience including directing and coordinating administrative, financial, and budgetary operations in an educational environment.

Education

Required

- Associate's degree in a related field; or educational equivalent in related field or equivalent work experience (one year work related experience equals 15 college credit hours).

Preferred

- Bachelor's degree in related field

Other

Preferred

- Knowledge of ACC Administrative Rules, Policies and Procedures, ACC Board Polices and Procedures, ACC Scheduling Development Guidelines and Procedures, Datatel Reference Guides, Master Plan documents, and/or Employee, faculty and student handbooks.

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.