

Director, Center Operations

FLSA Status: Exempt

Pay Grade: 24

Job Title ID: 281505

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

Reports To

Executive Vice President, College Operations

Job Purpose

To direct operations for all ACC Centers, Highland Business Center (HBC), the Service Center (SVC), and Highland Mall.

Description of Duties and Tasks

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

Required

1. Responsible for the operations of all ACC Centers including hiring, training, supervision, and evaluation of staff; budget development and monitoring; facilities contracts; course scheduling; and classroom scheduling and maintenance.
2. Prepares annual Memorandum of Understanding for all high school and education entities for Centers' operations.
3. Supervises ACC Center supervisors and staff, including facility cleaning and maintenance at some locations; determines scheduling needs.
4. Coordinates all campus management requests from work orders to employee office moves; supervises campus-wide room scheduling for academic classes and meetings.
5. Serves on Steering Committees for future campuses and Centers.
6. Disseminates college-wide and campus information via campus email and postings.
7. Plans, develops, recommends, and oversees ACC Center budgets; approves Center expenditures.
8. Prepares Center reports such as room utilization and availability, space, fixed assets, and ad-hoc reports.
9. Develops, writes, and implements operating policies and procedures.
10. Represents the Executive Vice President, College Operations, on various internal and external committees.

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

- Establishing and maintaining effective working relationships.
- Maintaining an established work schedule.

- Maintaining confidentiality of work related information and materials.
- Strategic and long-term planning.
- Effectively supervising, leading, and delegating tasks and authority.
- Applying accounting and financial management principals.
- Effectively using interpersonal and public speaking communication skills, including tact and diplomacy.
- Effectively using organizational, management and event planning skills, with attention to detail and follow through.

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

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

Education

Required

- Bachelor's degree in related field.

Other

Preferred

- Knowledge of ACC Administrative Rules, Policies and Procedures, ACC Board Policies 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.