

VICE PRESIDENT FOR OPERATIONS

Start Date: June 2019

Reports to: President

Classification: Full-time, 12-month Employee

Pay Status: Executive Administrator, Exempt

Fringe Benefits per Board Policy

Starting Salary range: \$75,000-\$90,000

Based on Education and Experience

Revised: January 2019

This position reports to the President and provides executive leadership and administrative oversight for the following areas of the College: capital projects, operations, technology services, maintenance and facilities, safety and security, fleet management, and planning. The Vice President shall serve on the President's executive team.

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Require, advance and maintain the highest standards of quality possible for areas of responsibility.

Duties and Responsibilities

1. Provides project leadership, coordination and project management for all college deferred maintenance and capital improvement projects;
2. Serve as chief operations officer for the college;
3. Exercises leadership for and executive management of assigned areas and for the professional development of assigned personnel;
4. Oversees the implementation of College administrative strategic goals and action plans for areas of responsibility;
5. Assists in the formulation of the College's overall operating budget;
6. Participate in the overall planning operations of the College and provide direct oversight of the strategic technology plan, emergency action plan, capital improvement plan, and facility master plan;
7. Oversees the information technology aspects of the college through direct supervision of the Dean for Operations/CIO;
8. Oversees the maintenance, facilities and grounds-keeping operations of the college through the direct supervision of the Director of Facilities;
9. Oversees the development and implementation of the College's safety and emergency plans through the direct supervision of the Dean for Operations/CIO, and provides oversight for safety and security of the College and its constituents;
10. Coordinate and participate in all federal and state reporting where applicable within the Operations department;
11. Coordinate development and implementation of College policies and procedures affecting areas of responsibility; and,
12. Other duties as assigned by supervisor.

Experience and Education

1. Master's degree required in one of the areas of responsibility; Doctorate preferred.
2. Certified Project Manager certification preferred.
3. Five years of administrative experience required, preferably in one of the areas of position's responsibility; experience in higher education preferred.

Supervision

1. Direct: Three (Including, Dean of Operations/CIO, and Director of Facilities, AA, plus direct liaison with contractors and sub-contractors)
2. Indirect: Twenty

Working Conditions

1. Normal office working environment with frequent visits to renovation and construction project sites.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Some travel during normal working hours will be required.
4. Occasional overtime will be required.

Application:

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and employment application to:

Human Resources Director, Vice President of Operations, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/careers.

Review of applications begins upon receipt.

NCCC is an EOE/AA employer

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>