



Job Classification Description

**Regional Director/CCV
Non-Bargaining Unit**

**Grade 17
Exempt**

BASIC FUNCTION

To oversee and carry out a variety of management responsibilities for CCV facilities, capital budget projects, telecommunications and information technology; to assist with development and implementation of administrative processes and systems.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Oversee and manage lease negotiations and management and the maintenance and facility operations at all CCV leased properties; oversee and monitor construction projects related to capital projects or routine maintenance.
- Coordinate and manage safety compliance and risk management for the College; maintain the College safety plan and all relevant records for compliance; arrange or conduct training in areas related to OSHA/VOSHA and Occupational Health regulations. Conduct or arrange regular safety inspections and walk-throughs at College facilities in conjunction with VSC insurance carriers, State officials or other officials as appropriate to promote and ensure good prevention/risk management practices.
- Manage information technology operations for the college, including: supervision of IT staff; meet and maintain college hardware and software needs; work in conjunction with College administrators and Office of the Chancellor Computer Center staff on development, planning and implementation efforts; maintain, update and redesign College administrative systems to meet challenges and changing needs.
- Maintain budget information in assigned areas and assist in budgetary planning for capital budget, facilities and safety areas. Produce and provide regular reports on capital budget projects, information technology and other areas that involve major financial investments.
- Confer with the Dean of Administration and other CCV administrators in order to analyze administrative efficiencies and opportunities for cost management, and to assist with implementation of measures to control costs.
- Manage liability insurance matters including claims handling processes; work with the Office of the Chancellor Director of Business Operations to ensure college facilities, vehicles and other property are adequately covered for risk and liability; provide risk management support by providing information for VSC staff and instructors about safety related rules and regulations and consulting with appropriate federal and state safety related resources as needed.

- Stay abreast of current issues and methods in the field of facilities, safety and information technology which may relate to best practices and higher education.
- Perform other related tasks as needed or requested.

SUPERVISION RECEIVED

General direction is received from the Dean of Administration.

SUPERVISION EXERCISED

Functional and partial administrative supervision of two to five Information Technology staff.

MINIMUM QUALIFICATIONS

Bachelors degree in a business discipline or public administration with a relevant masters degree preferred, plus four to six years applicable experience or a combination of education and experience from which knowledge and skills are acquired.

- Relevant management experience, preferably in higher education.
- Knowledge and experience with facilities maintenance, lease standards, and awareness of legal aspects of landlord/tenant relations
- Excellent knowledge and experience with information technology.
- Knowledge of OSHA/VOSHA, occupational health hazards, fire safety and risk management.
- Ability to exercise judgment and discretion.
- Good planning, organizational, administrative, supervisory and communication skills.
- Ability to deal effectively with a wide range of people within and outside the VSC.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

- 10/98

