VSC
VERMONT STATE COLLEGES

Job Classification Description

SITE IT/FACILITIES ADMINISTRATOR **Grade 11**
NON-BARGAINING UNIT
EXEMPT

BASIC DESCRIPTION

To manage all information technology (IT) operations for the Williston campus of Vermont Technical College. Oversee and coordinate site facilities services. Manage security personnel and safety/security functions at the Williston campus.

DUTIES AND RESPONSIBILITIES

Under the direction of the Vermont Technical College Chief Technology Officer (CTO):

- Oversee and implement the proper installation, maintenance and servicing of all local IT functions and equipment at the Williston campus.
- Ensure proper operation of all Williston administrative and academic computing functions, including but not limited to local area networks, classroom and individual workstations, projectors and printers.
- Liaison with CTO and other IT staff to ensure smooth functioning of all facets of the IT function at the Williston campus.
- Coordinate and provide technical support, end-user training, customer service, and repairs and maintenance on all College owned computer hardware and software.
- Assist with routine administrative duties such as organizing and maintaining inventories of repair parts, software liceneses, supplies, tools, service manuals, etc.
- Liaison with Williston faculty and Vermont Technical College Department Chairs for necessary software and hardware set-ups.

Under the Direction of the Vermont Technical College Facilities Director and Director of Security and Safety:

- Direct the day-to-day campus site facilities operations.
- Meet with various government and business organizations to ensure site requirement compliance.
- Approve expenditures and work within accounting guidelines.

- Coordinate site safety and security activities in accordance with Vermont Technical College policies.
- Ensure compliance with Vermont Technical College safety guidelines.
- Confer regularly with key administrators at Vermont Technical College to plan and evaluate the site, exchange information and resolve problems.
- Mentor and train faculty and staff.

SUPERVISION RECEIVED
Administrative supervision is received from the Dean of the Northwest Region; functional supervision and direction is received from the Vermont Technical College CTO, Director of Facilities and Director of Safety and Security.

SUPERVISION EXERCISED
Administrative and functional supervision, direct and indirect, of 3-5 staff members and up to 3 work study students.

MINIMUM QUALIFICATIONS
Associate's degree in relevant field or equivalent combination of education and experience. Bachelor's degree in relevant field and MCSE certification desirable. Three to five years experience in developing, maintaining and operating a campus IT environment. Three to five years site facilities operations experience.

- Strong planning skills
- Effective interpersonal communications skills
- Broad base of technical and problem solving skills
- Customer service focus
- Supervisory experience desirable