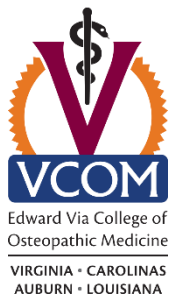


Position Description



Job Title: Vice President for Operations	
Department: Operations	Date: April 1, 2024
FLSA: Exempt	Work Location: All Campuses
Employee Category: Administrative Staff	Work Schedule: M-F, Schedule Varies
Reports to: President	Percent Employment: 100%
Direct Reports: Directors of Facilities – All Campuses, Administrative Assistant for Operations	

- I. **Job Summary:** The Vice President for Operations (VP) is responsible for ensuring sufficient and appropriate facilities on the VCOM Campuses are maintained to serve the academic and research programs of the College. The facilities should be maintained in a manner that enables students and faculty to successfully pursue the educational goals and curricula of the school and ensures that facilities are appropriate to support the stated mission of the College. The College has four campuses that are overseen by this position. The VP for Operations will oversee the facilities team on each campus and approves the engagement of all outside maintenance support to ensure no deferred maintenance would threaten future operations of the College.

The VP reports directly to the President and provides innovative and strategic leadership for all college facilities/campuses. The VP has direct oversight for the facility management department: Facilities management oversight includes new construction, site and infrastructure development, renovations; and all planned maintenance projects. The VP importantly oversees that each campus has appropriate safety and security measures.

The VP also works closely with all senior administration, including college Vice Presidents, the Provost, Vice Provosts, and the Campus Deans, and fosters collaborative partnerships to ensure the effective management of all college facilities and resources.

The VP has accountability and broad oversight for all facilities, and is responsible for the design, construction and maintenance of all occupied buildings and grounds, and is responsible for implementing procedures to ensure full compliance of the design and execution of work in all college facilities, with applicable codes, standards and permitting requirements, as well as other college concerns.

The VP oversees the Director for Facilities on each campus and reviews all facility related work and establishes a review process to ensure all college departments are adhering to college facilities policies.

II. Job Duties:

Leadership

- Develop with the President a vision and strategic plan to guide the organization in its facility needs and maintenance for all instructional and research programs across four campuses.

- Implement a continuous assessment process for each campus that reviews all facility resources to ensure they are sufficient to achieve the College's mission and objectives.
- Provides vision, leadership, planning, administration, and evaluation of all aspects of policy and operations for the Operations Department.
- Prepares and presents semi-annual reports to the VCOM Board of Directors.
- Provides leadership and oversight to the strategic and operational planning for college facilities, ensuring that goals and objectives are accomplished consistent with college mission and strategic plans, and ensures that effective mechanisms are developed to meet established goals.
- Provides leadership, coaching, and supervision to staff; setting management goals, and assuring the development of a sound and effective performance management and employee development program for staff.
- Provides executive oversight for the design and physical development of the college long-range plan; as well as the continuous review of the college preservation of existing assets, landscape design, furniture standards, signage and accessibility requirements.
- Provides leadership and build team spirit for directors and team members, promoting a motivated and dedicated work force, coach employees towards the highest levels of performance, set goals, and provide challenging assignments that foster employee self-learning and development.

Facilities

- Draft policies for approval by the President regarding building hours, safety, inclement weather, food/drink, parking, etc.
- Responsible for decision making regarding delays or closings due to inclement weather.
- Recommends policies for the effective management of college facilities; ensures policies are developed, implemented and updated in a manner that supports a sound business operation.
- Assists the President in conducting ongoing long-range planning necessary to identify and implement new programs and policies to assure compliance with changing governmental guidelines and regulations, and support for the college's strategic plan.
- Ensures compliance with relevant laws and regulations related to construction, code compliance, facilities related areas by providing leadership and oversight.

Campus Safety and Security

- Responsible for completing and submitting the Annual Campus Safety and Security Survey required by the Department of Education for all VCOM campuses.
- Responsible for enforcing safety and security policies on all VCOM campuses.
- Responsible for continually updating Emergency Action Plan for all VCOM campuses.
- Responsible for any safety/security related to parking lots and grounds including management of snow and ice removal and any other hazards on all VCOM campuses.

Human Resources Planning and Management

- Assist the President to determine staffing requirements for organizational management and program delivery.
- Work with Human Resources department to recruit new employees.
- Hire, train and schedule all Facilities staff.
- Development of job ads and job descriptions for new Facilities staff.
- Evaluate Facilities staff as required by probationary period or annual reviews.

Financial Planning and Management

- Submit annual budget and staffing request to the President and CFO for budget planning purposes in the areas of Operations.
- Review budget against actual expenditures quarterly with CFO.
- Ensure that expenditures are within established budget.

Community Relations/Advocacy

- Represent and promote the college in a positive light when interacting with external agencies and the college community.
- Establish collaborative partnerships and good working relationships with neighboring institutions to include Auburn University, University of Louisiana at Monroe, Clemson University, Bluefield University and Virginia Tech.

Risk Management

- Identify and evaluate organizational risks and advise the President and CFO of potential risk factors associated with buildings and grounds.

Other:

- **Ethical Behavior:** Understand ethical behavior and business practices and ensure own behavior and the behavior of direct reports is consistent with these standards and aligns with the values of the organization.
- **Relationship-Building:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Effective Communication:** Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Management:** Positively influence others to achieve results that are in the best interest of the organization.
- **Decision-Making:** Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.

- **Planning:** Determine strategies to move the organization forward, set goals, create, and implement action plans, and evaluate the process and results.
- **Problem-Solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

III. **Required Qualifications:**

- Bachelor's Degree in Business, Building Construction or related field, or equivalent level of training and/or experience.
- Demonstrated experience in managing simultaneous, multiple, large scale capital projects, and facilities operations.
- Strong management experience in a corporate or academic environment.
- Budget management experience, to include purchasing and contract negotiations.
- Excellent communication, analytical, interpersonal and organizational skills.
- Ability to engage fully with a variety of individuals in a diverse, multicultural environment.
- Ability to bring a "best practice" approach to processes and procedures that fosters a responsive service orientation within the Operations Department.

Preferences may be given to candidates who possess a degree or certification in mechanical engineering.

The successful candidate will be subject to a criminal history background check.

Regular, reliable, or predictable attendance is an essential function of the job.

- ### IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds, frequent walking, bending, reaching and standing.

Work environment: Office environment. Outside travel required 25% of time. The noise level in the work environment is usually minimal.

This position is classified as an exempt position under the Executive exemption status because the primary function of the candidate/employee is managing several positions and is also an Administrative Officer of the College.

Employment with VCOM is "at will". This means employment is for an indefinite period and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to conflict

with or to eliminate or modify, in any way, the “at will” employment status of VCOM employees. Employees under contract with VCOM are subject to the terms of employment stated within the employment contract.

- V. **VCOM core values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected to as a VCOM employee to be a person who follows all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate based on age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I agree to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction of the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

President: _____ Date: _____