

TEXAS STATE TECHNICAL COLLEGE JOB DESCRIPTION

Title: Vice President-Administrative Services
Reports to: President
Position Code: VPAS
Department: Administrative Services
EEO Type: EX

Effective Date: 11-01-02
Revision Date: 06-25-03
Pay Grade: I
FLSA: Exempt
ORP Elig: Y

A. General Description:

The Vice President Administrative Services performs highly and complex managerial and supervisory work and direction for Administrative Services Offices such as Physical Plant, Safety, College Police, Network Services, Printing Production, and Housing. This position reports to the College President and has extensive latitude for use of individual initiative and independent judgment. Specific responsibilities include planning, implementation, and evaluation of the Administrative Services Division for efficiency and effectiveness.

B. Duties and Responsibilities:

a. Essential Function:

Directs the development and implementation of policies involving areas such as Physical Plant Operations, Safety, College Police, Network Services, Housing, Printing Production, Campus Master Planning, New Construction, and Risk Management.

Maintains programs for buildings, roads, grounds, and utilities.

Maintains accurate inventory control of campus property.

Negotiates and prepares contracts and lease agreements.

Ensures the efficient utilization of all fixed asset facilities.

Performs as Project Manager for new construction.

Prepares Appropriations Request for Administrative Services Division and assists with college appropriations requests.

Participates in the selection of personnel for the division.

Evaluates the effectiveness of all activities under the Administrative Services Division and implements necessary changes.

Develops Biennial Operating Plans and Assessment Plans for the division.

Represents the President, the College and the Administrative Services Division.

Directs the activities of personnel reporting to the Vice President-Administrative Services.

Plans, coordinates, and conducts meetings with all segments of Administrative Services staff.

b. Other Responsibilities:

Establishes management objectives for all activities in the division

Performs other duties as assigned.

C. Working Conditions:

Sedentary: Desk works; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Extensive knowledge in office management principles and practices, and of administrative procedures.

Skill in written and oral communications.

Ability to implement new systems and procedures and to evaluate their effectiveness; to establish and maintain effective working relationships; and to effectively interpret college programs and plans.

E. Minimum Requirements of Education and Experience:

Bachelor's Degree in an appropriate field from an accredited college or university.

Master's Degree from an accredited college or university preferred.

Five successful work years of experience in education/business/industry that includes the effective management of personnel and/or financial resources.

Experience in planning, administering, and monitoring projects at a level of responsibility equal to the authority of this position as verified by reference check.

Approved: _____
Supervisor