CAFE FEAR COMMUNITY COLLEGE

VICE PRESIDENT OF INSTITUTIONAL SERVICES

DEFINITION

To plan, direct and review, and evaluate the activities and operations of college institutional services including facilities planning and new construction; mechanical maintenance and custodial operations; security and public safety; purchasing; grounds keeping, external contracts; and maintenance of college vehicles; to coordinate ADA and Section 504 compliance requirements; and to provide highly responsible and complex administrative support to the President.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Executive Vice-President.

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS—These duties may include, but are not limited to, the following:

Essential Functions:

Develop, plan, implement, administer, and evaluate goals and objectives as well as policies and procedures regarding college institutional services.

Oversee and participate in the development of budgeting, planning, and staffing for institutional services.

Oversee college facilities management activities including mechanical maintenance, repair, hazardous waste disposal, grounds maintenance, custodial activities, and parking lots; ensure compliance with various codes and standards.

Coordinate capital projects and serve as the college's liaison with architects and building contractors. Ensure compliance with various Federal and State codes and with special programs and standards including Americans with Disabilities Act, energy conservation, and Section 504.

Participate in obtaining bids for contracted services, negotiate contracts and assure compliance, and coordinate and oversee work performed.

Direct preventive maintenance activities of college vehicles.

Oversee and direct purchasing operations.
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Essential Functions (continued):

Oversee activities involved with college safety and security.

Provide staff support on a variety of college committees and keep the Executive Vice-President informed and advised.

QUALIFICATIONS

Knowledge of:

Principles and procedures of development and administration of facilities services.

Operational characteristics and activities as they apply to a comprehensive facilities management and maintenance program.

Materials, methods, practices and equipment used in facility maintenance and construction activities.

Principles and practices involved in building and facility design.

Pertinent laws, codes, and regulations.

Ability to:

Effectively direct the provisions of institutional services in support of college departments and programs.

Maintain effective audio-visual discrimination and perception.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity which allows the capability of making sound decisions and using good judgment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.
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Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five years of responsible experience for institutional services including at least three years of experience in an administrative or management position.

**Training:**

A minimum of a bachelor's degree with major course work in engineering, industrial maintenance, architecture, or administration.