



**Connecticut State
Colleges & Universities**

Job Description

Associate Dean of Campus Operations

**Classification/Salary Grade:
Management/Confidential, Manager 2**

**Date Approved/Revised:
11/13/2017**

Position Purpose

The Associate Dean of Campus Operations oversees the day-to-day campus environment and provides leadership, general direction, and administration of the campus' facilities, maintenance and custodial services, financial support services, information technology services, emergency preparedness, and auxiliary services (e.g. campus security, campus bookstore, food services). He/she assists the President/CEO in managing the overall budget and serves as a liaison with appropriate local, State, and College officials.

Among key managerial effectiveness areas, representing the output requirements of this position, are:

Budget preparation and management of cash and fiscal affairs

Annual audit support

Facilities operation, improvement and acquisition

Equipment procurement/fixed asset management

Emergency preparedness/campus safety

Information services/internal communications

CSCU/College financial relationships

Operation of auxiliary services

Coordination of campus purchasing and contracting requirements with shared service organization

Coordination of campus data required for shared payroll organization

Supervisory and Other Relationships

The Associate Dean of Campus Operations reports directly to the President/CEO or other administrator. The incumbent oversees staff within the following departments: information technology services, facilities and maintenance, and cashier and business office.

This position has substantial cooperative relationships with staff, faculty, students, and administrators within the College, building officials, and contractors. In addition, there are collaborative relationships with the campus bookstore, food services/cafeteria, and campus security. The incumbent is expected to represent the campus in a positive manner which enhances the campus' image in the public and which is appropriate to the dignity of the institution. This position also requires 24/7 accountability as incidents

present themselves off hours, weekends and holidays due to items similar to weather related events, emergencies and special events.

Major Accountabilities

The Associate Dean of Campus Operations is accountable for the safe and efficient operation of the campus through effective performance in these essential functional areas:

Budget and Fiscal Management;
Facilities and Capital Planning and Management;
Campus Operations;
Emergency Preparedness and Security;
Business and Auxiliary Operations;
Consulting and Advisement

Examples of Essential Duties and Accountabilities

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

Budget and Fiscal Management: The Associate Dean of Campus Operations is accountable for assisting with managing the campus budget and collaborating with the College to ensure efficient and effective performance of the campus. This accountability includes such essential tasks as:

Assists the President/CEO with planning, preparation, and managing the overall budget.
Works collaboratively with CSCU Finance support structure, as it evolves through an announced reorganization of finance functions across the College;
Supports independent auditors and central administration in annual reporting requirements;
Evaluates campus system of internal controls and responds to APA audit findings;
Supervises the campus finance staff.

Facilities and Capital Planning and Management: The Associate Dean of Campus Operations is accountable for the safe and efficient operation of the campus buildings, equipment and grounds and developing plans and capital budgets for the campus' future facilities' needs. This accountability includes such essential tasks as:

Works collaboratively with the facilities management staff within the College, identifying maintenance projects, major capital needs, and emergency response efforts;
Researches and analyzes the campus' future facilities and equipment needs and the costs of meeting those needs;

Prepares short and long range budgets for operations, maintenance and capital equipment and building costs for assigned facilities and operations;
Prepares and implements plans for preventative maintenance on the campus buildings and equipment;
Identifies facility based contract service needs and works collaboratively with the College to procure services.
Ensures assets are managed properly and safeguarded.

Campus Operations: The Associate Dean of Campus Operations is accountable for the safe and reliable operation of the campus' facilities, equipment and utilities. This accountability includes such essential tasks as:

Provides day-to-day oversight of the campus environment;
Directs staff in operating the campus' heating, ventilation, cooling and other functional systems as well as the electrical, electronic, plumbing, mechanical and other infrastructure supporting those systems;
Organizes and supervises the custodial and maintenance operations to provide for sanitation, repair and alterations of campus equipment, grounds and buildings;
Directs staff and contractors in maintenance and repair of facilities and related infrastructure;
As designated by the College, directs and oversees the installation of equipment and infrastructure and the alteration, remodeling and construction of facilities, including preparation of designs, specifications and cost estimates, and conducting inspection of work;
Monitors operating costs and developing and implementing methods for improving operating efficiency;
Maintains proper liaison with local public utility companies.

Emergency Preparedness and Security: The Associate Dean of Campus Operations is accountable for campus safety and security and campus-wide emergency preparedness. This accountability includes such essential tasks as:

Manages emergency preparedness efforts campus-wide, including the emergency action team, oversight of Clery reporting and Title IV coordination;
Develops relationships with both local and State police to provide effective preparedness, response to emergencies and incident reporting;
Notifies faculty, staff, and students regarding campus closings and/or delays due to inclement weather or emergency situations;
Directing staff and participating in developing and implementing safety standards and procedures for continuity of operations, training and communicating safety standards and procedures to staff and students;
Ensures emergency equipment (e.g. fire extinguishers, first-aid kits, AED defibrillators) are current and non-expired;
Reviews and updates Emergency Action Plan on an annual basis;
Files appropriate reports related to any incidents on campus.
Interfaces with College Emergency Management staff (if available) for guidance and as a resource.

Business and Auxiliary Operations: The Associate Dean of Campus Operations is accountable for managing the services associated with business and auxiliary operations. This accountability includes such essential tasks as:

Develops and maintains an internal system of communications including mail, telephone and transportation services where needed;
Coordinates and manages relationships and agreements with vendors relating to the operation of the campus bookstore, food services, and campus security;
Supervises information technology staff.

Consulting and Advisement: The Associate Dean of Campus Operations is accountable for consulting and advising with the President/CEO and serving as a liaison within the College. This accountability includes such essential tasks as:

Advises the President/CEO on facilities or remodeling needed and/or being developed and the future utilization of same, after consultation with staff concerned;
Advises the President/CEO on the implementation of all campus and Board policies which relate to the functions and responsibilities of this position;
Participates with other CSCU colleagues on a variety of matters which cut across operational areas and are crucial to the successful operation of the campus;
Performs additional tasks as assigned by the President/CEO, such tasks to be related to area of competency.

Professional Participation and Development

In addition to the accountabilities listed above; the Associate Dean of Campus Operations is required to carry out the essential duties of:

Attendance and participation at convocation and commencement ceremonies;
Service on assigned committees and task forces;
Attendance and participation at committee, staff, informational and professional meetings;
Community engagement.

All of these may involve attendance at evening or weekend events.

The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies. In addition, the incumbent is required at all times to interact in a courteous and respectful manner with students, faculty and staff and to maintain complete confidentiality of student records and other information of a confidential nature.

Qualifications

Incumbents are required to have demonstrated substantial knowledge and abilities in the following areas:

- Budget and fiscal management;
- Facilities and Capital Planning and Management;
- Campus Operations and Security;
- Higher education administration;
- Supervision and training;
- Information technology literacy skills;
- Effective oral and written communications.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in an appropriate field with a minimum of five years of experience in higher education or academic administration, which includes three years of experience in the supervision of the work of others or a combination of education, training and experience that would lead to the competencies required for successful performance of the position's essential duties.

Work Environment

Incumbent typically performs his/her work in office settings and conference rooms and operates personal computers and related office equipment. Incumbent may be required to make public presentations to key officials, organize campus events, travel off-campus, and will be required to move around campus for operating responsibilities, which require some physical effort and manual ability. Incumbent must have a valid driver's license and be able to drive a private passenger automobile or to arrange for alternate transportation. Reasonable accommodation will be made for an incumbent with physical limitations. Working during evenings and/or weekends may be required.