

## ASSOCIATE VICE PRESIDENT OF OPERATIONS

### Job Description

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 11  
**REPORT TO:** VICE PRESIDENT OF FINANCE AND ADMINISTRATION  
**REVIEWED DATE:** 6/2/2021

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### JOB SUMMARY

The Associate Vice President of Operations (AVPO) provides leadership and management for the planning, development, implementation and evaluation of administrative services programs and activities of the College. Responsible for overseeing the College's facilities management, safety, security, risk management, and environmental health, planning, design and construction, and comprehensive support services. Responsible for the operation and maintenance of College facilities and ensures a safe, healthy workplace for employees and a safe learning environment for students and visitors. This position serves as an exemplary leader and develops and maintains excellent working relationships with TSC employees, campus constituents, the community as well as regulatory and city/county/state/federal agencies. Represents the College with all applicable Federal, State and local agencies.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains responsibility and oversight of College operations of campus facilities, safety, security, risk management, environmental health, planning, design and construction, and comprehensive support services.
- Oversees contract(s) with security provider(s), custodial and other operational contracts and facilitates communication and cooperation with College personnel.
- Oversees security personnel are appropriately trained and qualified to perform assigned responsibilities.
- Provides leadership in identifying, developing implementing, monitoring, and revision of policies and procedures relating to the College's campus facilities, safety, security, risk management, environmental health, planning, design and construction, and comprehensive support services
- Provides exemplary leadership to management team including prioritization, direction, development, and assessment of assigned areas.
- Establishes cooperative relationships with local first responders including police, fire, ambulance, and other emergency units.
- Responsible for compliance with college safety and security policies and works with the campus community regarding safety training, emergency drills and other activities.

## **ASSOCIATE VICE PRESIDENT OF OPERATIONS**

### **Job Description**

- Responsible for developing and implementing risk assessment plan for College.
- Actively participates as a member of the College threat assessment team.
- Oversees policies, leadership duties, strategic planning, establish guidance, protocols and procedures.
- Oversees all personnel actions, including interviewing, selecting, and orientation of new hires, training and evaluating of all directly and indirectly supervised personnel and contractor.
- Responsible for assessments, reviews and self-inspections. Analyzes and interprets results, recommends appropriate corrective actions, communicates results and follows up on issues or concerns until completion.
- Oversees the implementation, and maintains TSC policies and procedures ensuring adherence to local, state, and federal environmental, health and safety regulations. Keeps abreast of changes to laws and regulations that impact the organization. Serves as a contact with federal, state, and local regulatory bodies.
- Oversees insurance coverages and communicates policy and procedure changes to appropriate users.
- Oversees the designs, directs and coordinates risk programs of TSC to control exposures and minimize loss.
- Oversees for the claim filling process for property and liability incidents.
- Serves as a liaison with Federal, State and Local agencies for the College
- Responsible for college-wide compliance with all Federal, State and Local laws, ordinances, and codes relating to the operation and safety of facilities and staff; assures mandated inspections and repairs of fire safety/suppression systems and other such systems are completed, as required.
- Oversees all maintenance programs relating to the interior and exterior conditions and appearance and operation of the facilities
- Responsible for the facilities site assessment and audits
- Reviews and analyzes inspections and reports for potential efficiencies in the operation and maintenance of facilities; develops, implements and monitors cost-savings opportunities.
- Prepares bid specifications and participates in the selection process.
- Responsible for the implementation of training in relation to assigned areas.
- Participates in shared governance process as a task force member. Provides technical knowledge on health and safety related issues, plans, and projects for implementation.
- Assists with the design and development of facilities, work areas and work procedures and ensures the implementation of environmental, health and safety requirements accordingly.
- Oversees the development, preparation, and explanation of the annual departmental budget, quarterly forecasts, and business plans, as determined or assigned.
- Conducts and approves all performance evaluations of facilities support staff.
- Develops and maintains strong rapport with faculty, staff, and students to elicit feedback for continuous improvement ensuring organizational effectiveness.
- Maintains records and files; monitors feedback to assure customer satisfaction and identifies service improvement ideas.

## **ASSOCIATE VICE PRESIDENT OF OPERATIONS**

### **Job Description**

- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of functional unit-level outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.
- This position is on 24-hour emergency call.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of safety, health, and environmental engineering principles and practices.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to involved parties.
- Knowledge of federal, state, and local regulations and national standards relating to applicable areas of Environmental Health, including DOT, OSHA, HAZMAT, and NFPA.
- Knowledge in site assessment and audit of facilities
- Knowledge of mediation and conflict resolution techniques.
- Knowledge of safety system, risk minimization, and insurance provisions.
- Knowledge in developing risk prevention plan
- Knowledge of standard concepts, practices, and procedures within the Security, Facilities, Environmental Health and Safety field.
- Ability to maintain an established work schedule.
- Demonstrated organizational and planning skills with attention to detail and follow through.
- Skilled at applying regulatory requirements to ensure compliance.
- Skilled at applying technical expertise, experience, and judgment to plan and accomplish goals.

## **ASSOCIATE VICE PRESIDENT OF OPERATIONS**

### **Job Description**

- Skilled at maintaining work related information and materials confidential.
- Demonstrated proficiency using standard office software applications.
- Demonstrated excellent written communication and interpersonal skills, with ability to work independently.
- Handle sensitive and extensive confidential data and is able to perform and excel in a high-tech environment.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details.
- Skilled at enhancing team performance through training and professional development, coaching, and evaluation.
- Skilled at relating openly, collegially, and comfortably with diverse groups of people.
  
- Skilled in establishing program and policy goals, structuring the processes for implementation and assessing ongoing efforts to ensure goals are being met.
- Skilled at holding self and others accountable to clearly stated commitments.

### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university.
- Minimum of ten (10) years of experience of leading in a multi discipline environment overseeing multiple offices/programs
- Minimum of ten (10) years of overseeing law enforcement, management, facilities planning, risk assessment related experience or related work.
- Experience working effectively in a team environment with a customer service focus and facilitating complaints, technology, computer programs, and budgets.
- Higher education strategic planning experience.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Master's degree in Business Management from an accredited college or university.
- Fifteen (15) years of experience in Law Enforcement, Security and Crisis Management.
- Ten (10) years of safety administration, and/or general insurance administration.
- Demonstrated experience of positive and proactive approaches in identifying problems, creating innovative solutions, managing projects, leading teams through collaboration, and implementing efficiencies and effectiveness using technology.
- Ten (10) Senior Level leadership and management experience.

**ASSOCIATE VICE PRESIDENT OF OPERATIONS**  
**Job Description**

- Bilingual – English and Spanish.

**CERTIFICATES AND LICENSURES**

- Valid Texas driver’s license or the ability to obtain one within 90 days of hire is required.
- Executive leadership certifications(s)
- Operational Planning or Strategic Planning Certifications

**PHYSICAL DEMANDS**

The physical demands 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. While performing the duties of this job, the employee is frequently required to sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

**ASSOCIATE VICE PRESIDENT OF OPERATIONS**  
**Job Description**

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- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

### Posting Specific Questions

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a Bachelor's degree from an accredited college or university?
  - Yes
  - No
3. \*Do you have a minimum of ten years (10) years of experience overseeing law enforcement, emergency management, facilities planning, risk assessment related experience or related work?
  - Yes
  - No
4. \*Do you have a minimum of ten years (10) years of related experience in Managing/leading interdisciplinary offices and related work?
  - Yes
  - No

**ASSOCIATE VICE PRESIDENT OF OPERATIONS**  
**Job Description**

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5. \*Do you have experience working effectively in a team environment with a customer service focus and facilitating complaints, technology, computer programs, and budgets?
- Yes
  - No
6. \*Do you have experience in strategic planning for higher education institutions?
- Yes
  - No
7. \*Do you have a valid Texas driver's license?
- Yes
  - No
8. Do you have a Master's degree in Business Management from an accredited college or university?
- Yes
  - No
9. Do you have Fifteen (15) years of Experience with Law Enforcement, Emergency Management and risk assessments?
- Yes
  - No
10. \*Do you have ten (10) years of safety administration, and/or general insurance administration?
- Yes
  - No
11. \*Do you have demonstrated experience of positive and proactive approaches in identifying problems, creating innovative solutions, managing projects, leading teams through collaboration, and implementing efficiencies and effectiveness using technology?
- Yes
  - No
12. \*Do you have ten (10) Senior Level leadership and management experience?
- Yes
  - No
13. Are you bilingual in English and Spanish?
- Yes
  - No

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