

Position Title: Vice President for Educational Support Services

Employee Name	Kenneth Ritt	Employee No.	
Division	Educational Support Services	Department	
Classification Level		Revised	6-3-05
Position of Supervisor	President		
Statement of Primary Purpose			
Exercise administrative direction over information systems, Media production and distance learning services, construction, maintenance and housekeeping, risk management and security information and switchboard services, Bookstore, food service, and other administrative and financial activities.			
Essential Functions			
<ul style="list-style-type: none"> - Manage the college's Long Range Master Plan construction activities. - Direct management of Information Systems including administrative and instructional computer systems, campus network, and telephone systems technology. - Direct the management of media production and distance learning operations including audio visual, printing and instructional services. - Direct the management of the maintenance department including facilities maintenance, grounds, housekeeping and other physical plant operations. - Direct the management of security operations and risk management programs. - Direct the management of the campus information, receptionist, and switchboard operations. - Direct the operations of the college bookstore. - Direct the management of the food services including manual food operations, vending, and catering 			
Additional Responsibilities			
<ul style="list-style-type: none"> - In absence of the President and Vice President for Academic Affairs/Student services, serve as acting chief administrative officer. - Participate on various institutional committees and serve on external boards and committees as deemed appropriate; chair the campus Safety Committee. - Attend Board of Trustee meetings; serve as staff for the Board Building Committee and other associated committees. - Direct the management of college public use facilities including scheduling, billing, and staffing. - Perform other duties as assigned. 			

Qualifications	
	Bachelors degree in general administration, business, management, or closely related field. Strong background in facilities management. Experience in multi-million dollar budget preparation and management preferred. Experience in post-secondary administration preferred. Five years of experience at the senior managerial level.
Licensing Requirement	
Physical Demands	
	- Supervise support activities on a 175 acre main campus and several off campus locations on a 24 hour/day, 7 days/week basis.
Working Conditions	
	- Office atmosphere with extensive computer involvement. - Must be able to perform all duties inside and outside under all environmental conditions. - Extensive interaction with the public and college staff.
Hazard Assessment	
Personal Protective Equipment	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment
X				

Eye and Face - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)					
2. Molten Metal					
3. Liquids					
4. Acids					
5. Caustic Liquids					
6. Chemical Gases or Vapors					
7. Light Radiation					
8. Other					
Head - Is there a danger from:					
1. Falling or Flying objects					
2. Work being performed overhead					
3. Elevated Conveyors					
4. Forklift Hazards					
5. Exposed Electrical Conductors					
6. Loud Noise Levels					
7. Other					
Foot - Is there a danger from:					
1. Falling or Rolling Objects					
2. Objects Piercing the Sole					
3. Electrical Hazards					
4. Wet or Slippery Surfaces					
5. Chemical exposure					

6. Environmental					
7. Other					
Hand - Is there danger from:					
1. Cuts or Lacerations					
2. Abrasions					
3. Punctures					
4. Chemical burns					
5. Thermal burns					
6. Harmful Temperature Extremes					
7. Other					
Miscellaneous - Is there a danger from:					
1. Lifting					
2. Bloodborne Pathogens					
Respiratory - Has the workplace area been evaluated for:					
1. Harmful Dusts					
2. Fogs					
3. Fumes					
4. Mists					
5. Smokes					
6. Sprays					
7. Vapors					
8. Other					
Torso - Are employee=s bodies protected from:					
1. Hot metals and liquids					
2. Cuts					
3. Acids					
4. Radiation					
Comments:					

Supervisor Certification	In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.
Signature of Supervisor:	Date: