POSITION DESCRIPTION

TITLE: Director of Administration

LOCATION: Primarily Warwick Campus
Must be willing to travel to Lincoln, Providence and Newport Campuses

REPORTS TO: Vice President for Business Affairs

GRADE & SALARY: 18

WORK SCHEDULE: Non-standard, 35 hours per week

SUPERVISES: Physical Plant Department, Security and Safety, Facilities and associated administration clerical staff.

BASIC FUNCTION:
The Director of Administration will provide leadership in the areas of physical plant, campus police, facilities management, food service, risk management and environmental health and safety for all College campuses. The Director will be responsible for monitoring all capital project execution, coordinating master planning and development, and overseeing the Capital Improvement and Asset Protection plans for the College.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Provide leadership and guidance and oversee the planning and management of physical plant, facilities and campus police.

Responsible for the management of the College’s real property which includes approximately 500 acres on four campuses and over 1,000,000 square feet of building space and the Knight Estate.

Coordinate and assist in implementing Physical Plant master computerization plan which involves an integrated and centralized work order, centralized building systems manager, preventative maintenance, fire and safety, ID card, security camera, swipe card access, and College debit card systems. Has direct responsibility for the recommendation and acquisition of related equipment.
ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

Provide direction to the Director of Physical Plant for the planning and direction of physical plant operations including building maintenance, grounds maintenance, housekeeping services, transportation and energy management.

In conjunction with the Information Technology Department, coordinate technology installation in classrooms, redesigning classrooms to best integrate technology.

Serve as the Project Manager for the $1.5M STEM (Science, Technology, Engineering, and Mathematics) grant.

Provide for short-term problem-solving and long-range facilities planning; communicate with appropriate custodial and maintenance managers regarding the priorities and needs of the college.

Responsible for developing and implementing contracts and agreements (including union contract administration) in consultation with legal counsel and serving as signature authority for agreements, contracts, and leases.

Manage the College’s space allocation program.

Lead and manage the departments, including leadership and management of personnel, service contracts and material resources assigned.

Provide oversight for the Asset Protection Plan, Maintenance Plan and Capital Improvement Program.

Provide for a safe and secure campus and provide direction to the Chief of Campus Police.

Ensure effective and efficient coordination between all public safety units to enhance delivery of service to the campus community.

Oversee and establish plans to continually assess and evaluate the College’s condition and preparedness for all needs related to the protection of life and property. Implement and oversee the development of programs resulting from these assessments.

Implement, manage and monitor adherence to recognized standards for College community security and safety.

Select, manage, direct and approve overall goals to establish the most effective practices to achieve the goals of public safety.

Serve as Risk Manager for the College including oversight and direction for the College’s insurance policies, claims, interaction with broker and insurance company representatives and the implementation of insurance company sponsored risk management programs.

Serve as principal contact with Human Resources department for all matters having to do with personnel in the physical plant and campus police departments, including training, contract enforcement and discipline.
Oversee and coordinate work of outside vendor responsible for ensuring compliance with environmental
health and safety issues.

Work with the Food Services Vendor in the implementation of an operation plan to provide quality
dining services to students, faculty and staff.

Maintain open and cooperative working relationships with people in other academic and administrative
departments within the College as well as the College’s, faculty, staff and students.

Oversee College’s Facility Use program.

**LICENSES, TOOLS AND EQUIPMENT:**
Must be able to operate personal computers and use common business software applications (i.e. MS
Office) and programs necessary for the daily operation of the facilities (i.e. Finance, Purchasing,
Preventative Maintenance, etc.). Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**
In case of emergency, must be on call on a 24-hour basis, 7 days/week.

**QUALIFICATIONS:**
- Master’s degree in business administration or related field and five years’ progressive experience in
  management and administration, preferably in higher education is required.
- Supervisory experience in a unionized physical plant facility required.
- Candidate should also have demonstrated leadership and management skills with the ability to
  successfully manage multiple tasks simultaneously; the ability to meet deadlines; the ability to pay
  attention to detail and accuracy; and excellent oral, written and interpersonal communication skills
  in a diverse college setting are essential.

**CCRI is an Equal Opportunity / Diversity Employer.**
Any individual with a disability who requires assistance in the application process should contact CCRI
at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.
All requirements are subject to possible modification to reasonably accommodate individuals with
disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to
the health and safety of themselves or other employees. This job description in no way states or
implies that these are the only duties to be performed by the employee occupying the position.
Employees will be required to perform any other job-related duties requested by their supervisor.