



**CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE  
JOB ANNOUNCEMENT  
CAMPUS DEAN/FACILITIES MANAGER**

CLTCC serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Many, Natchitoches) in central Louisiana and has nine sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Oakdale Site in Oakdale; 7) the Ferriday Site in Ferriday, 8) Sabine Valley in Many, and 9) Natchitoches in Natchitoches. Additionally, CLTCC provides instruction in four state prisons and two federal correctional institutions.

**SUMMARY:**

Reporting to the Chancellor with a dotted line reporting structure to the Vice Chancellor of Finance and Administration for Facilities and Safety, the Vice Chancellor of Academics and Institutional Effectiveness for Academics, the Executive Vice Chancellor of Student Services and Enrollment Management for student retention, and the Vice Chancellor of Workforce Development for continuing education, the Campus Dean/Facilities Manager performs a wide variety of tasks to ensure effective and efficient operation of the campus. Provides leadership in directing the flow and support to all students, faculty, and staff to ensure operational procedures are being followed and seeks improvement and advisement regarding those procedures throughout the entire campus operation. Monitors campus operation and serves as an evening and weekend resource to external and internal customers.

In addition, works with the Vice Chancellor of Finance and Administration and the Safety Coordinator to plan, schedule, facilitate, and implement preventive maintenance in accordance with the ORM schedules for all CLTCC campuses. The Campus Dean will also assist the Vice Chancellor of Finance and Administration in the completion of quarterly ORM reports, annual BOR space utilization reports, and the reporting of claims for all campuses to the Office of Risk Management. The Campus Dean will serve on the College's Hazard Prevention Team in support of the required ORM committee meetings for return to work, accident, and safety matters. The Campus Dean will work with the Financial Analyst, all Campus Deans, and Procurement as it relates to facilities maintenance requests to ensure compliance with state purchasing law. The Campus Dean will collaborate with finance and administration to write bidding specifications, select contractors and coordinate all aspects of facility renovation and construction projects; coordinates the capital outlay planning and request process for facility renovations and construction. The Campus Dean will work with the Safety Coordinator in the removal of hazardous materials and surplus items and assist in training employees in hazardous materials safety procedures. The Campus Dean working in concert with finance and administration will participate in providing documentation and support during the ORM audits. The Campus Dean will also be responsible for working with the lawn services and janitorial services vendor to insure that tasks as outlined in the contract are being completed according to schedule for all campuses.

In addition, works with the Vice Chancellor of Academics and Institutional Effectiveness in the performance of employee evaluations at the Alexandria campus.

The Campus Dean will work with the Chancellor and the Executive Leadership Team in the migration of campus operations and activities from the Alexandria location to the new location downtown

### **Duties and Responsibilities:**

- Ensures effective campus operations (including evening and weekend activities), and recommends operational improvements to supervisor.
- Notifies the appropriate supervisor of potential violations of CLTCC policies and procedures or operational irregularities.
- In cooperation with other divisions and departments, maintain appropriate data information and management systems for the instructional division, analyzing and disseminating the results as appropriate.
- Assists and collaborates with finance and administration in the planning of college-wide Facilities and Risk Management operations in compliance with procurement guidelines and ORM requirements
- Assists and collaborates with finance and administration in the maintenance of a comprehensive risk management program that includes security and safety with a working knowledge of state and federal regulations.
- Assists and collaborates with finance administration in writing bid specifications and assists in the coordination of facility renovation and construction projects; coordinates the capital outlay planning and request process for facility renovations and construction.
- Assists and coordinates a CLTCC key control program. Responsible for maintenance of fire alarms, extinguishers, sprinklers and security systems.
- Assists and coordinates the removal of hazardous materials and surplus items; Trains employees in hazardous materials safety procedures.
- Supports the multi-functions of the campus
- Assists the Vice Chancellor of Academics and Institutional Effectiveness in the performance of employee evaluations at the Alexandria campus
- Assists the Executive Vice Chancellor of Student Services and Enrollment management in student retention
- Assists the Vice Chancellor of Workforce Development in business alliances and cohorts.
- Collaborates with Strategic Outreach to create materials for brochures and materials that feature programs and services at your campus.
- Performs all other duties as required.

### **Required Knowledge, Skills and Abilities:**

#### Knowledge of:

- Applicable laws, codes, regulations, policies, and procedures.
- National and Regional Accreditation standards related to Facilities and Risk Management.
- Budgets and inventory control.
- Innovations in Facilities Related Technology.

#### Skills:

- Excellent written, oral presentation, grant writing, and interpersonal communication skills
- Management, organizational, and supervisory skills.
- Superior team-building skills to build trust with others in a rapidly changing environment.

- Excellent organization, planning, and prioritization skills are essential.

**Required Minimum Qualifications:**

- Master's degree from an accredited college or university
- Five or more years of increasingly responsible administrative/supervisory experience
- A strong commitment to and passion for the mission of CLTCC.
- Commitment to staff diversity, learning and development
- Proficiency in Microsoft applications (Word, Excel and PowerPoint)

*These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**Preferred (Desired) Qualifications:**

- Seven or more years of increasingly responsible administrative/supervisory experience managing a campus.
- Three or more years of experience working with higher education students.
- Working experience with Ellucian's Banner Student Information System or other student management system
- An in-depth working knowledge of national (COE) and regional (SACSCOC) accreditation principles relative to facility maintenance, safety, and security
- Proficiency in Microsoft Project, Microsoft Access, or related software

**Compensation:**

Compensation will be \$40,000.00 - \$75,000.00 year.

**Application Instructions:**

- A cover letter of no more than two pages indicating how the qualifications and employment standards listed in this position announcement are met.
- A detailed résumé that summarizes educational preparation and professional experience for the position.
- Candidates selected for an interview must provide:
  - College and university transcripts showing the awarded/conferred degree to meet required educational qualifications. Unofficial transcripts are acceptable at the time of application.
  - Three letters of recommendation are required. To honor applicant confidentiality, a letter of recommendation from your current immediate supervisor is not required.
  - The names, home and cell telephone numbers, and e-mail addresses of three references. Applicants will be notified before references are contacted.
- The selected candidate will be required to undergo a background check.

**Submit documents to:**

Central Louisiana Technical Community College  
Human Resources

**Attention:** Campus Dean/Facilities Manager

4311 South MacArthur Drive

Alexandria, LA 71302-3137

Or

[ElizabethLewis6@cltcc.edu](mailto:ElizabethLewis6@cltcc.edu)

**Review of applications will begin immediately and will continue until position is filled.**

**Central Louisiana Community College is an Equal Opportunity Employer** in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

**Title IX Coordinator/ADA/Section 504 Coordinator:**

Human Resources Director (318) 487-5443 ext. 1154

4311 South MacArthur Drive

Alexandria, LA 71302