BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Office Manager, Facilities Operations, Planning & Public Safety

DEPARTMENT: Facilities Operations, Planning & Public Safety

FUNCTION: Supports Vice President of Facilities Operations, Planning & Public Safety and the daily operations of Facilities, Grounds, Custodial Services, Mailroom, Campus Planning and Public Safety by organizing and coordinating all offices operations and procedures, including budgets, vendors’ contracts and procurement to ensure the division’s efficiency and effectiveness.

REPORTS TO: Vice President Facilities Operations, Planning & Public Safety

SUPERVISES: Administrative Staff of Facilities, Grounds, Custodial Services, Mailroom, Campus Planning and Public Safety.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Plans, designs, implements and organizes office operations, procedures, policies and systems.
2. Maintains office equipment and supplies inventory; creates reviews and approves requisitions and purchases for division’s department.
3. Manages monitors and ensures accuracy of invoices, leases and maintenance agreements.
4. Maintains the division’s budget and monitors expenditures.
5. Coordinates staff schedules for multiple shift coverage.
6. Coordinates and schedules meetings, conference and special events; prepares meeting agendas; ensures all necessary support tasks are completed prior to and following each meeting.
7. Manages division’s timekeeping and timesheet processing.
8. Supervises the coordination of activities relates to all division’s work and needs of all Bergen Community College Campuses.
9. Coordinates and delegates division’s administrative work to administrative team.
10. Prepares, track, monitors, and adheres to an annual budget.
11. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
12. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
13. Performs additional tasks or duties as assigned by the Vice President Facilities Operations, Planning & Public Safety or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education:

Experience:

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: __________________________ Date: __________
Name/Title

Approved by: __________________________ Date: __________
Name/Title

Reviewed by: __________________________ Date: __________
Human Resources

Board Approval: __________________________ Date: __________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE