

ILISAĠVIK COLLEGE
-EXTERNAL JOB ANNOUNCEMENT -

Posting Date: January 27, 2016

Closing Date: Until Filled

POSITION: Director of Operations
LOCATION: Barrow, Alaska
REPORTS TO: President
WORK SCHEDULE: Monday through Friday. 8:30a.m. to 5:00p.m.
COMPENSATION: \$101,313 DOE + Benefits Exempt Position

JOB DESCRIPTION: The Director of Operations is responsible for managing daily operations and reporting directly to the President; Provides leadership and supervision for the general operations of the College, including, but not limited to the following programs: Maintenance & Operations, Information Systems, Travel, Central Supply, Safety Planning, and Compliance; Advance organizational stability and risk management through review, development and implementation of operational policies and procedures as needed in alignment with Ilisagvik College's vision, mission and priorities; Acts as Ilisagvik College's Compliance Officer, and facilitates the Emergency Action Plan for the overall College campus; Identifies, develops, and implements new programs and opportunities that can best serve the needs of the College, students, and North Slope Borough communities; Ensures that an annual assessment of programs related to the College operations occurs on a timely basis; Administers organizational property inventory and oversees liability insurance policies (e.g., vehicles, Workers' Compensation, equipment); Ensures that a program of annual evaluations of regular staff is completed on a timely basis; Plans and develops systems and procedures to improve the quality and efficiency of the organizations operational functions; Works with College advisory committees, local agencies, and other entities as directed by the President; Contributes to short and long-term organizational planning and strategy as a member of the management team and serves as a member of the President's Cabinet and Advisory Team; Manages day to day processing of accounts and functions of organization for the above Departments; Increases the effectiveness, efficiency and coordination of services to each function (e.g., Maintenance, Information Systems, Travel, Central Supply, Emergency Committee); Travels as needed; Complies with College policies, procedures, and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Performs other duties as assigned by the President; Ability to travel periodically; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; and Performs other related duties as required.

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): Bachelor's degree or equivalent in Business, Management, or related discipline; Experienced leader (minimum of five years of successful professional administrative experience); Excellent manager with a minimum of five years of professional supervisory experience; Minimum of five years of demonstrated professional budget experience; Excellent oral, written, interpersonal, and presentation communication skills; Demonstrated ability to use analytical thinking to make critical decisions; Ability to manage individuals, groups and projects through consensus building; Excellent computer skills in word processing, spreadsheet, and database programs; Demonstrated ability to work cooperatively with other departments; Demonstrated ability to interact effectively in a multicultural environment; Demonstrated ability to provide leadership within the organization; Demonstrated ability to delegate work responsibly and to assess and prioritize multiple tasks, projects, and demands; Skill in developing and implementing long-range fiscal and operational plans; Ability to train, guide, and supervise various employees within an organization and to appropriately delegate duties; Ability to pay attention to details and facts; Confident, organized, and self-motivated to ensure that the College's objectives are achieved; Ability to travel periodically; Ability to pass a pre-employment background check and maintain a valid driver's license; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Master's degree or equivalent in Business, Management, or related discipline; Demonstrated professional successful administrative experience in a post-secondary institution; Demonstrated professional work experience in a rural Alaskan environment; Demonstrated Tribal College Experience; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

PHYSICAL REQUIREMENTS: 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 required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions 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; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:

ILISAĠVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]

-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-