



## JOB DESCRIPTION FORM

Division/Department	Corporate Services
Location	Columbus General Office
Job Title	Vice President of Corporate Services
Reports to	President/CEO

Level/Grade <u>22M</u>	Type of position:	Hours _____ / week
Job Code <u>08</u>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

### POSITION DESCRIPTION

The Vice President of Corporate Services has oversight responsibility for all dimensions of supportive District operations, e.g., development/marketing, human resources, information technology, and safety. This position must be skillful in coordinating the various functions and continually communicate the need for strong integration of the various departments in order to achieve the District's mission.

### EDUCATION AND EXPERIENCE

- Bachelor Degree
- Five years of management experience
- Preferred experience with city administration
- Maintain a valid Nebraska driver's license with a responsible driving record

### ESSENTIAL JOB FUNCTIONS

- Provide supervisory direction, guidance, coaching, and oversight for the recruitment, selection, orientation, and retention of a qualified workforce; prepare paperwork, regular feedback, and conduct meetings pertaining to the work performance of his/her direct reports; review time sheets for accuracy and submit for processing; lead selection interviews for new hires and in-house transfers as needed
- Oversee regulatory compliance regarding human resources and safety
- Team-builder between IT and other departments within the organization
- Provide leadership and oversight on a variety of public relations and marketing publications, documents, advertisements, and the District's Web Site
- Plan, review, analyze and interpret documents relating to budgets, regulations, ordinances, and statutes
- Accomplish financial objectives by forecasting requirements, scheduling expenditures, analyzing variances, and initiating corrective action.
- Attend all Board meetings

### NON-ESSENTIAL JOB FUNCTIONS

- Supervise support staff and personnel in all assigned areas
- Formulate and recommend to the president objectives, plans, and programs for meeting District supportive needs
- Attend all safety meetings and serve on committees as requested
- Perform other duties assigned

### WORK ENVIRONMENT

- Maintenance of confidentiality on all work issues, despite public access to company information
- Situational analysis skill and independent decision-making on atypical work situations
- Independent, decisive work initiative with flexible multi-tasking
- Strong interpersonal communication skills for meeting with diverse populations
- Daily, frequent interruptions throughout the work period
- Proficient use of personal computer

**PHYSICAL ACTIVITY REQUIRED**

<b>LIFTING</b>	<b>Never</b>	<b>Occ</b>	<b>Freq</b>	<b>Cont</b>
10 lbs		x		
11-15 lbs		x		
26-50 lbs		x		
51-75 lbs		x		
76-100 lbs		x		
+100 lbs		x		

<b>SEEING</b>	<b>Never</b>	<b>Occ</b>	<b>Freq</b>	<b>Cont</b>
Near Vision			x	
Far Vision			x	
Color Vision			x	

<b>VERBAL COMMUNICATION</b>				x
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<b>REACHING</b>	<b>Never</b>	<b>Occ</b>	<b>Freq</b>	<b>Cont</b>
Out		x		
Overhead		x		
Low (below knees)		x		

<b>CLIMBING</b>	<b>Never</b>	<b>Occ</b>	<b>Freq</b>	<b>Cont</b>
Stairs		x		
Ladder		x		
Other		x		

<b>AGILITY</b>	<b>Never</b>	<b>Occ</b>	<b>Freq</b>	<b>Cont</b>
Balancing		x		
Bending Over		x		
Carrying		x		
Crawling		x		
Eye/Hand/Foot Coordination		x		
Grasping		x		
Kneeling		x		
Pulling		x		
Pushing		x		
Sitting			x	
Standing		x		

REVIEWED BY	NEAL SUESS	<i>Title</i>	PRESIDENT/CEO
APPROVED BY	NEAL SUESS	<i>Title</i>	PRESIDENT/CEO
DATE APPROVED	05/28/2019		
REVISED DATE			