

**VICE PRESIDENT, ADMINISTRATIVE SERVICES**

**DEFINITION**

Serves as chief fiscal and administrative officer, with responsibility for all aspects of the operations supporting the mission of the District through the following: budget and finance, business services, physical plant operations, infrastructure and environment, capital planning and improvements, campus police and security, and food services.

**SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the Superintendent/President.

Direction is exercised over management personnel who are responsible for various functions; general supervision is exercised over other support personnel.

**EXAMPLES OF DUTIES**

Directs, plans, organizes, coordinates, and reviews the administrative and business functions of the District including, budget development and monitoring, accounting and payroll, purchasing and contracts, campus police and safety services, facilities planning and construction, maintenance and operations, risk management and food services.

May coordinate and direct the information technology and telecommunications functions of the District including the related infrastructure.

Serves as the chief advisor to the Superintendent/President on strategic matters related to areas of responsibility.

Recommends agenda items for Board approval; attends regular meetings and closed sessions as requested; and recommends new policies or revisions to existing policies to the Superintendent/President.

Selects, supervises, evaluates performance and develops staff.

Develops budgets and long range financial plans including, estimating income sources such as state apportionment, preparing budget projections and models, and developing a long-range financial strategy for the District. Establishes and maintains a program of budget control.

Prepares and administers internal fiscal controls and recordkeeping of the District.

Supervises the annual audits of the District, Foundation, and Associated Student Body and supervises the implementation of the auditors' recommendations.

Directs and implements the District's health and welfare employee benefit programs.

Coordinates and directs long range planning for and implementation of capital projects.

Coordinates the use of campus facilities by supervising building and grounds maintenance, inventory control, plant use and operations and campus police and safety.

Coordinates and directs the purchasing of goods and services, and the preparation of contracts.

## **EXAMPLES OF DUTIES (continued)**

Coordinates and directs the risk management functions of the District including contracts for the insurance coverage of various District risks, property, and liability.

Serves as District liaison officer with federal, state and local agencies in matters relating to the financial and business affairs of the District.

Serves on a variety of committees and commissions, as necessary.

Participates in collective bargaining activities.

Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Strategic and financial planning; investment management; budgeting, accounting and auditing principles and practices; and contract codes.

Legal mandates, policies, regulations, and guidelines pertaining to community college fiscal and operational management processes.

Systems development and design of computer based systems for administrative, business, and educational functions.

Organization, policies, procedures and funding of construction projects and contracts.

Management principles, methods and strategies.

### **Ability to:**

Lead, direct, supervise and evaluate overall District fiscal and business operations.

Integrate technology into administrative systems.

Effectively solve problems and apply analytical skills.

Apply conflict resolution, collaboration and negotiation skills.

Advocate for shared governance and strategic mission of the college.

Select, develop, evaluate and supervise staff, including building cohesiveness and encouraging team work.

Establish and maintain productive and constructive working relationships with members of the college faculty, staff, students, and public.

Analyze, interpret and apply laws, rules and regulations.

Compile and present narrative and statistical reports in a concise and comprehensive manner.

Direct, coordinate and participate in the preparation of the District budget.

Communicate effectively both orally and in writing.

## **QUALIFICATIONS (continued)**

Effectively present financial information to diverse constituencies.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

## **EMPLOYMENT STANDARDS**

### **Minimum Requirements:**

Master's degree in Business Administration, Management, Accounting, Economics, Finance, Public Administration, Educational Administration, or a related field from an accredited college or university.

Five years of demonstrated experience in a business management position in an educational environment including extensive experience in budgeting, accounting, payroll, and auditing; plus responsibility for two or more of the following areas: purchasing, information technology, risk management and contract administration, attendance accounting, inventory control, building and grounds maintenance, plant operations, security and property management.

### **Desirable:**

Demonstrated knowledge of community college funding and finance in California.

### **License:**

A valid Class C California driver's license.