

VICE PRESIDENT, ADMINISTRATIVE SERVICES

DEFINITION:

Under the direction of the Superintendent/President, plan, organize, coordinate, direct, administer, review and evaluate a variety of functions, programs, services, and activities that provide technical, legal, contractual, and operational direction and support for administrative operations supporting the district including finance (budget, accounting, internal and external auditing, payroll, purchasing and warehouse, facilities (planning, construction, building, and equipment maintenance, custodial services and grounds maintenance), information systems (computer hardware, networks, systems, software, and maintenance), contracted services (food service and bookstore), loss control (risk management) and campus safety and security.

DISTINGUISHING CHARACTERISTICS:

This is a classified management position at a comprehensive community college district, reporting directly to the Superintendent/President. The incumbent must have broad experience managing administrative services at an educational institution with a wide variety of programs, resources, activities, and facilities, with an understanding of our educational vision and Principles of Community. The Vice President of Administrative Services provides leadership, professional development, and supervision for staff involved in the delivery and administration of a comprehensive administrative program. The incumbent works closely with the Superintendent/President to facilitate the achievement of the district's integrated plans, mission and goals. Formulates and implements administrative programs and services, policies, processes, standards, and activities in compliance with a variety of federal, State, local laws, regulations, policies, procedures, and Board of Trustees approved policies.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Serves as the chief advisor to the College President on strategic matters related to the business operations of a college;
- Committed to creating a work environment that is inclusive and values the diverse backgrounds of all employees with authentic efforts to create a more just and equitable institution;
- Responsible for fostering and maintaining a supportive environment characterized by trust and respect for the dignity and creative potential of the individual;
- Responsible for utilizing the participatory governance processes to involve all constituent groups in goal setting, problem-solving, and decision-reaching to develop attitudes of partnership and shared responsibility;
- Serves as a liaison between the College President and all segments of the college regarding the requirements and procedures governing the administrative services of the college;
- Provide supervision, vision, and leadership for all administrative services, support

functions, programs, services, and activities, which include:

- Budget Formulation and Management
 - Accounting and Financial Reporting
 - Facilities Planning and Construction
 - Building & Grounds Operations and Maintenance
 - Information Technology
 - Procurement and Contracts Management
 - Safety and Security Services
 - Auxiliary Services
- Establishes the objectives, scope of service, structure, staffing, work methods, and performance standards for organizational units comprising Administrative Services at the college and monitors units for effectiveness and operational efficiency and internal control compliance;
 - Leads the college's resource allocation process that evaluates the merit of requests from departments and offices for money, staffing, equipment, and facilities. Recommends and monitors the allocation and expenditure of resources based on management priorities and proper accounting principles;
 - Demonstrate effectiveness in allocating resources to serve students from first and 1.5-generation and/or historically underrepresented groups as they pursue their academic goals;
 - Directs the design, implementation, revision, and maintenance of management information and control systems to provide complete, accurate, and timely data for use in formulating and justifying financial, staffing, and material requests in conjunction with District information technology staff;
 - Serves as a liaison with the college's Educational Foundation and Business Office on fiscal matters. This includes working with the Educational Foundation to develop financial reports and assist with fiscal procedures, policies, and bylaws;
 - Participates and represents the district in the collective bargaining team and ensures proper application of collective bargaining agreements and college standards;
 - Assist the college in efforts to increase student success through fiscal management practices, which prioritize the development and implementation of equity-minded best practices and programs;
 - Direct the development of short- and long-range plans for assigned district functions in coordination with the leadership and supervision of departments;
 - Assure the accurate and timely preparation and submittal of annual district capital and operating budgets; institute and maintain appropriate internal audits and budgetary controls; assure timely and accurate preparation of enrollment and revenue projections and consolidation of all departmental budgets; assure preparation of financial segments of district's short- and long-range master plan; assure timely and accurate preparation, distribution, review, and analysis of a variety of financial reports, statements, projections, and records;
 - Assure proper accounting and auditing of all district funds; assure that contracted services are negotiated, monitored, and administered in compliance with legal requirements; assure cost-effective procurement of goods and services within policy guidelines and legal requirements; assure preparation of complex bid specifications and development of award criteria; assure contract compliance; review and revise procurement guidelines as necessary; assure that public safety personnel function within the scope of authority according to State and federal laws;

- Work toward assuring that all district management and student information systems are integrated and available to appropriate personnel to provide optimal information for institutional research, planning, enrollment management, budget, human resources, and other district operations;
- Attend and chair district committees, task forces, and other meetings; represent the Superintendent/President and the district in the business community and at local, regional, or State meetings, workshops, and conferences; maintain liaison with appropriate government agencies and professional organizations;
- Attend Board meetings and provide oral presentations; serve as a member of the Superintendent/President's Cabinet; advise Superintendent/President on Board agenda items and management issues, including recommendations for new or revised policies and procedures. Create written policies, create streamlined procedures, and innovative practices appropriate to meet district objectives;
- Assure compliance with of various applicable laws, rules, regulations, and restrictions related to district operations, financial transactions, and expenditure of district funds;
- Work with and assist the Superintendent/President in setting and achieving district goals and objectives, developing and implementing plans and programs which assist the colleges in meeting the educational needs of the college community, and identifying and obtaining alternative funding for the district;
- Communicate with district management and personnel to resolve complex issues and respond to questions; provide status reports, analysis, recommendations, and information; represent the district to community members, public agencies, contractors, and others;
- Review and analyze cost estimates, lease agreements, contracts, grant applications, and special reports for legal compliance and financial impact; respond to and act on questions, inquiries, crises, and other situations on behalf of the Superintendent/President during Superintendent/President's routine absence from district;
- Maintain current knowledge of new and pending legislation related to State and federal community college district financing, facilities construction and maintenance, public procurement, public safety, and other areas of responsibility; recommend legislation that could benefit the district;
- Assist with the capital projects management team in collaboration with the Superintendent/President and other facilities projects as assigned;
- Review and approve all contracts and memorandum of understanding (MOUS) to ensure they are in the best interest of the college and that the college is protected from liabilities;
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of business/financial management and public administration
- Data analysis and projection techniques
- Purchasing, bidding, and other procurement processes
- Business law and contract administration
- Local, State, and federal laws governing a community college district
- District organization, operations, and objectives

- Principles of training and supervision
- Budget preparation and control
- Participatory governance
- Collective bargaining
- Student Centered Funding Formula (SCCFF)
- Programs, services and challenges of higher education
- Trends in academic, vocational, community and contract education
- Local economic conditions and future challenges
- Enrollment management
- The 320 apportionment report
- Fifty Percent Law report in the CCFS-311
- Student and service area enrollment trends and demographics
- Oral and written communication skills
- Current technology in the field of management and student information systems
- Interpersonal skills, including tact, patience, and diplomacy
- Global, multicultural issues
- Total Quality Management principles
- Demonstrated supervisory skills
- Professional Development and Leadership skills
- Facilities management
- Contract management and negotiation
- Integrated planning and shared governance
- Auxiliary services such as bookstore and food services

Skill in/Ability to:

- Provide strategic leadership in planning, directing, and evaluating the business affairs of a college.
- Plan, direct, and oversee the financial management of a college including all funding sources.
- Apply a high level of sound, independent judgment in the solution of complex business problems.
- Execute policies, rules, directions, and procedures of the District.
- Prepare effective oral and written communications, reports, and presentations.
- Communicate complex information effectively with faculty, staff, students, civic and other groups, and the general public.
- Effectively utilize management information systems in the performance of duties.
- Stimulate teamwork and promote cohesiveness to achieve business goals.
- Integrate technology into business decisions and operations.
- Allocate and effectively utilize human, fiscal, and physical resources of the department.
- Plan, organize, direct, administer, review, and evaluate assigned functions.
- Formulate policy and procedure recommendations, which will implement the district's master plan and other goals and objectives in accordance with local, State, and federal laws and the needs of the college community.
- Analyze complex financial, statistical, and narrative data and develop appropriate plans and recommendations.

- Provide timely updates on assigned projects and programs and district finances
- Ensure the integrity of assigned functions, including district budget and accounting systems and information.
- Train, supervise, and evaluate the performance of assigned personnel.
- Communicate effectively both orally and in writing continuously with the Superintendent/President and other stakeholder groups.
- Establish and maintain effective and cooperative working relationships with others.
- Interpret, apply, and explain district policies and legal regulations, and requirements.
- Delegate authority and responsibility to subordinates effectively.
- Work under ambiguous and changing conditions.
- Demonstrate sensitivity to and understanding of the diverse backgrounds of our students and campus community members.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Any combination equivalent to: Master's degree in finance, accounting, business or public administration, human resources, or other closely related field and six years of increasingly responsible management experience in area of expertise, including two years in a business management capacity which includes budget and finance, technology, or facilities management; of an organization employing a minimum of 100 employees. Qualifying experience must have included responsibility for at least two of the following line functions: finance, facilities management, and construction, information technology, or purchasing and contracts. A minimum of two years of the required experience must have been in the line function of finance, facilities management, and construction, or purchasing and contracts. Experience must have also included the supervision of staff, which included professional-level employees. Experience with a public post-secondary educational institution is desirable.

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record; attend meetings outside of regular work hours. As an exempt employee, the incumbent may be asked to work variable schedules.

WORKING CONDITIONS: Duties are primarily performed in an office environment at a desk or computer terminal. Incumbents are subject to frequent interruptions and contact in person and on the telephone with executive, management, supervisory, academic, and classified staff and the general public. Frequently must travel to other offices or locations to attend meetings or conduct work.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

The conditions herein 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 job functions.

Typically, must sit for long periods, use hands and fingers to operate a computer keyboard, see clearly to read normal and fine print, speak clearly and distinctly to provide information in person

or on the telephone, hear and understand voices over telephone and in person, and regularly lift, carry and/or move office objects.