

VICE PRESIDENT, ADMINISTRATIVE SERVICES

DEFINITION:

Under direction of the Superintendent/President, plan, organize, coordinate, direct, administer, review and evaluate a variety of functions, programs, services and activities which provide technical, legal 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 public safety (law enforcement and campus 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 in managing administrative services at an educational institution with a wide variety of programs, resources, activities and facilities. The Vice President of Administrative Services provides leadership for academic and classified staff involved in the delivery and administration of a comprehensive administrative program. The incumbent works closely with the Superintendent/President to facilitate achievement of goals and objectives consistent with the district's mission and goals, and also formulates, develops and implements administrative programs and services, policies, standards and activities in compliance with a variety of federal, State, local laws, regulations, policies and procedures, and Board of Trustees approved policies.

EXAMPLES OF ESSENTIAL DUTIES: (Listed examples may not include all tasks which may be found in the position assigned to this class.)

Provide direction and leadership for all administrative services support functions, programs, services and activities; formulate, develop and implement administrative support systems, policies, standards and procedures which meet the needs of the district.

Direct the development of short- and long-range plans for assigned district functions in coordination with the leadership of major district 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 scope of authority according to State and federal laws.

Work toward assuring that all district management and student information systems are integrated and available for use by 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 make 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.

Review and evaluate effectiveness of assigned personnel, programs and services; assure development and implementation of corrective action, improvements or additional programs and services as necessary; provide a climate which encourages staff development in formulation of job objectives and provide for staff participation to achieve goals and objectives for assigned services; recommend operational changes to increase efficiency, effectiveness and quality of all district services.

Assure compliance with a variety of 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, crisis and other situations on behalf of 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 which could benefit the district.

May be assigned as acting Superintendent/President during the Superintendent/President's routine absence from the district.

Perform related duties as assigned.

QUALIFICATIONS:

Education and Experience: 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, preferably in a highly complex organization.

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
- Programs, services and challenges of higher education
- Trends in academic, vocational, community and contract education
- Local economic conditions and future challenges
- Student enrollment trends and demographic statistics of the community
- Oral and written communication skills
- Current technology in field of management and student information systems
- Interpersonal skills including tact, patience and diplomacy
- Global, multi-cultural issues
- Total Quality Management principles

Ability to:

- Communicate effectively with diverse constituencies within and outside the district
- 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
- Prepare complex financial budgets, statements and reports
- 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
- 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
- Work with multi-cultural constituents

OTHER REQUIREMENTS: A valid California driver's license.

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 DEMANDS: 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.