



Vice President of 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 and administrative support for 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, with an understanding of our educational vision and Principles of Community. The Vice President of Administrative Services provides leadership, professional development and supervision 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 integrated plans and mission and goals, and also activities, 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.

Provide supervision, vision 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 and supervision of major district departments.

Communicate closely and comprehensively with the Superintendent/President on all matters within the departments assigned to the VPAS in routine reports, procedural manuals, emails, professional training, development planning for each department, annual goal setting and employee evaluation.

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. Create written policies, create streamlined procedures and research innovative practices as appropriate to meet district objectives.

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. This includes working with the Educational Foundation and Alumni Relations Board to develop fiscal reports, assist with procedures and policies, bylaws and fundraising.

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 a) - 19/0 c 21 w 21 d(C) 21(r 5) 3(md()Tj ng) 63 eng) 61) 4(n) m 3(d) - 6(i)en

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
- Demonstrated supervisory skills
- Professional Development and Leadership skills
- Facilities management
- Contract management and negotiation
- Integrated planning and shared governance

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

- 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:

Must possess a valid California driver's license and have a satisfactory driving record.

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.