

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

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.

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