

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE PRESIDENT, ADMINISTRATIVE SERVICES

BASIC FUNCTIONS:

Under the general direction of the Superintendent/President, develop and implement the business and fiscal services necessary to support the mission of the District; to provide cost-effective services, and accurate information and to provide both short and long range planning to achieve effective management of available resources; plan, coordinate, and conduct administrative support functions.

The Vice-President, Administrative Services, functions as the chief financial officer of the District with responsibilities for maintaining fiscal integrity and stability of the district through proper preparation and administration of the district budget; maintain the District physical plant in a manner that assures a comfortable and safe workplace for employees and an atmosphere conducive to learning for students; oversee the areas including, but not limited to, maintenance/operations, grounds, fiscal services, warehouse, purchasing, transportation, risk management, campus safety, and facilities construction; prepare all business reports and make presentations to the governing board; attend all board meetings.

REPRESENTATIVE DUTIES:

Plan, coordinate, direct, and manage the functions and activities of the administrative services unit, including budget preparation and control, purchasing, fiscal record management, risk management, contract management, facilities construction, contracts, systems, and process related to the disbursement of funds. *E*

Participate as a member of the Superintendent/President's Cabinet; advise and confer with the Superintendent/President on management issues involving programs and services of the District, including development and revision of policies and procedures; participate in long-range planning and strategic planning regarding College activities and programs; estimate financial impact of policy options in order to support the decision-making process. *E*

Plan and coordinate the preparation of the annual District budget; estimate income sources including state apportionment; recommend budget allocations; prepare budget projections and models, including long-range projections to develop a financial strategy for the District. *E*

Plan and present periodic financial statements and operations reports which provide data concerning the District income and expenditures. *E*

Vice President, Administrative Services- Continued

Prepare timely and accurate financial reports to ensure compliance with all District, county, State, and federal requirements; maintain financial records and audit trails in accordance with State and District policy. *E*

Ensure effective and efficient operation of the procurement, inventory, warehousing, and stores system. *E*

Perform a variety of internal fiscal audits and alert appropriate management personnel on fiscal issues. *E*

Develop quality administrative support systems to promote foundation, grant development and other efforts to increase resources, and to assure effective organization of administrative services. *E*

Provide guidance to the budget advisory committee and other staff in proper budgeting processes; prepare and file adopted budget with County Superintendent of Schools; regularly review status of income and expenditure in relation to adopted budget with the Superintendent/President, Cabinet, and the governing board. *E*

Coordinate annual district audit and direct the implementation of auditor's recommendation. *E*

Interpret District policy for Administrative Services; make decisions on matters as necessary. *E*

Maintain current knowledge of legislation and educational trends pertinent to assigned functions and serve as a resource for other College personnel regarding related technical matters. *E*

Perform and direct a variety of special projects as assigned.

Direct and participate in the recruitment, selection, assignment, motivation, and evaluation of assigned personnel; ensure development and availability of staff training/development programs; recommend action regarding placement, transfer or discipline of Administrative Services staff; review staff requirements and consult with appropriate personnel. *E*

Participate in collective bargaining activities as assigned.

Represent District at local, State, or national meetings pertinent to specific assignment; represent the District on related committees or commissions.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

Vice President, Administrative Services- Continued

KNOWLEDGE OF:

Principles and practices of California community college finance, budgeting, accounting, and auditing policies, laws, and regulations.

Audit, fiscal, and operational control, planning; research development methods, techniques, procedures, and strategies.

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

Principles, methods, techniques, and strategies of modern organization, management, and supervision.

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

Data processing fundamentals and experience in interfacing business systems and data processing.

Systems development and design, principles of financial reporting, procurement, contract administration, and risk management.

ABILITY TO:

Plan, organize, control, and direct District-wide administrative services programs. Perform a variety of research and development, statistical, financial, and operational analysis.

Plan, develop, organize, and conduct motivational and team building processes; train, evaluate, and manage the functions and activities of the administrative services personnel.

Plan, develop, implement, and maintain budget planning, fiscal records management, storage, retrieval systems, operational evaluation, and control procedures.

Communicate effectively in oral and written form.

Demonstrate a sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others, including local, state, and federal agencies and legislative bodies.

Prioritize and schedule work.

Manage and direct staff in administrative services operation.

Analyze situations accurately and adopt an effective course of action

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in accounting, business administration or related field, and five years increasingly responsible financial management experience in an educational institution, including community college service.

WORKING CONDITIONS:

Vice President, Administrative Services- Continued

Office environment.

Position requires hearing and speaking to communicate and exchange information.