



Approved by the Board of Trustees on February 13, 2024  
FLSA: Exempt

## **VICE PRESIDENT OF ADMINISTRATIVE SERVICES**

### **DEFINITION**

The Vice President of Administrative Services, functions as the chief business 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, food services, college store, instructional technology, police services, purchasing, transportation, risk management, and campus safety; prepare all business reports and make presentations to the governing board; attend all board meetings.

### **SUPERVISION RECEIVED AND EXERCISED**

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.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, coordinating, and directing staff, operations, and programs of major instructional and associated student academic support services within the Instructional Division. Positions at this level assume responsibility for administrative, long- and short-term planning, and budgeting; in addition, they recommend and implement the programs, projects, goals, and policies and procedures of the functional area(s) to which they are assigned, ensuring alignment with the attraction, retention and academic success of students. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- 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, and contracts, and systems and process related to the disbursement of funds.
- 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.
- 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.
- Plan and present periodic financial statements and operations reports which provide

- data concerning the District income and expenditures.
- 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.
  - Ensure effective and efficient operation of the procurement, inventory, warehousing, and stores system.
  - Perform a variety of internal fiscal audits and alert appropriate management personnel on fiscal issues.
  - Develop quality administrative support systems to promote foundation, grant development and other efforts to increase resources, and to assure effective organization of administrative services.
  - Provide guidance to the finance, budget and planning 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.
  - Coordinate annual district audit and direct the implementation of auditor's recommendation.
  - Interpret District policy for Administrative Services; make decisions on matters as necessary.
  - 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.
  - 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; and review staff requirements and consult with appropriate personnel.
  - 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.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of California community college finance, budgeting, accounting, and auditing policies, laws, and regulations.
- Audit, fiscal, and operational control, planning and 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.
- Information Technology fundamentals and experience in interfacing business systems and Enterprise resource planning systems.
- 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, and train, evaluate, and manage the functions and activities of the administrative services personnel.

- Plan, develop, implement, and maintain budget planning, fiscal records management, storage, and retrieval systems, and 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.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a master's degree from an accredited college or university in accounting, business administration or related field.

Experience:

- Five (5) years increasingly responsible financial management experience in an educational institution including community college service.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.