

## VICE PRESIDENT, ADMINISTRATIVE SERVICES

A. General Statement

Reporting directly to the College President, the Vice President, Administrative Services serves as chief financial administrator for the College and is responsible for the overall design, development, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive College business services program including fiscal services, budget development and management, expenditure control, purchasing liaison and control, cashing functions, facilities rental, safety and security, mailroom services, switchboard, and contract services. In coordination with District central services, the Vice President shall be responsible for College maintenance, operations, capital construction and facilities modification. In addition, the Vice President, Administrative Services will assume a primary role in interpreting and analyzing complex budget and financial information and data, including information from the State Chancellor's Office, the Governor's Office and Legislature, and will provide this information to the College community in a clear and informative manner. As a member of President's Cabinet, the Vice President, Administrative Services is also responsible for conceptualizing, developing, recommending, and implementing the College's strategic plan as it relates to College administrative services functions. The Vice President, Administrative Services will fulfill the role of a senior College administrator by participating in long-range and comprehensive planning, and in providing expertise and counsel on ongoing management issues across all administrative units of the College.

B. Examples of Essential Functions

The Vice President, Administrative Services shall:

- Develop, direct, coordinate and supervise the programs, personnel, operations, and activities of all College business services programs and ensure compliance with District policies, Education Code, and State and Federal regulations.
- Coordinate the development and preparation of the College's annual operating budgets and provide expenditure and purchasing control.
- Serve as a member of the District's budget leadership team and provide expertise in strategic planning, operational planning and program review to facilitate attainment of institutional goals in accordance with its educational master plan and the District's strategic plan in coordination with the leadership of other District entities as appropriate.
- Confer with college administrators and others regarding management issues involving administrative services of the college, including recommendations for new or revised policies and procedures; assure that all administrative services interface effectively and appropriately support the college's educational programs and services.
- Serve as contract administrator for major College commercial contracts
- Prepare regular financial reports for the College President, College budget committees, and other appropriate groups.
- Coordinate with District Facilities Maintenance and Operations regarding the maintenance of College buildings and grounds, and custodial services.
- Coordinate and supervise emergency preparedness (SEMS) and Training in coordination with District Public Safety. Supervise the College emergency and disaster preparedness plans and procedures.
- Develop and maintain communications with community agencies, including local police and fire departments having jurisdiction over the College campus, and other agencies providing emergency response services.
- Provide oversight for the use and identification of needs for college facilities. Administer the College's facilities rental program.

- Organize, Coordinate, and facilitate College level construction planning for new facilities and facilities modifications, and coordinate with District staff and contractors during the construction and/or modification of College facilities.
- Assure all facility project modifications proceed toward established goals and these activities do not conflict with or unnecessarily interrupt college programs and services.
- Serve as College Liaison to District and Campus Department of Public Safety
- Serve as College Liaison to District and Campus Auxiliary Services including bookstore, cafeteria, and SMAC operations
- Direct and supervise all cashiering services for the College and provide full bookkeeping services for the Associated Students.
- Lead or participate in District-wide or college committees, initiatives, teams or ad hoc groups; Perform other duties as assigned.

C. Nonessential Functions

1. Serve on management councils and other College and District committees.
2. Perform other related duties as assigned.

D. Supervision Exercised

Has direct responsibility for administrative and support staff reporting to the Vice President (Academic Division). Has indirect responsibility for all other supervisory and support staff in the instruction area.

E. Knowledge, Skills and Abilities

The successful candidate should be able to do the following:

- Understand complex budget planning, management and analysis
- Have experience with financial and organizational management
- Understand and be committed to the mission of the community college.
- Have highly developed analytical and organizational skills.
- Have demonstrated written and oral communications skills and have the ability to work effectively with members of an academic community.
- Have the ability to work in a fast-paced, multi-task environment

F. Minimum Requirements

Master's degree in Business Administration or a closely related field; or an equivalent combination of education and experience.

Full-time administrative experience in post-secondary education, preferably in a community college; or an equivalent combination of education and experience which would indicate possession of the knowledge and skills required.

Familiarity with computerized accounting and administration systems.

Ability to communicate effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrated sensitivity to and ability to work with community college students, faculty, and staff of diverse academic, socioeconomic, cultural, and ethnic backgrounds and/or disabilities.

G. Desirable Skills and Attributes

Higher education administrative experience that has included teaching, curriculum development, directing the work of others and budget management.

H. Physical/Other Requirements

This classification requires data comparison, analysis and interpretation; conceptualization; oral communication with small and large groups; persuasive communication; negotiation; confrontation; conflict resolution; coordinating work performed by others; tact, sensitivity, patience; flexibility and adaptability; good memory; attention to details; and prioritization in order to perform the essential functions.

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