

ASSOCIATE VICE PRESIDENT, ADMINISTRATIVE SERVICES

DEFINITION

Assists a Vice President, Administrative Services, in administering the business affairs of a college.

TYPICAL DUTIES

Assists a Vice President, Administrative Services, in administering the business affairs of a college by:

Planning and directing the work of staff assigned to business operations such as:

- Budget Formulation and Management
- Accounting and Financial Reporting
- Facilities Planning and Construction
- Building & Grounds Operations and Maintenance
- Information Technology
- Procurement and Contracts Management
- Human Resources
- Enterprise Services Administration
- Safety and Security Services

Establishing the objectives, scope of service, structure, staffing, work methods, and performance standards for organizational units comprising business services at a college and monitoring units for effectiveness and operational efficiency.

Evaluating the merit of requests from departments and offices for money, staffing, equipment and facilities and recommending the allocation and expenditure of resources based on management priorities.

Designing, implementing, revising, and maintaining management information and control systems to provide complete, accurate, and timely data for use in formulating and justifying financial, staffing, and material requests in conjunction with District information technology staff.

Studying or directing the study of business problems of broad scope and complexity with the goal of developing effective managerial policies, procedures, methods and organizational structures.

Collaborating with District specialists on the implementation and integration of District policies and procedures into college operations, and finding solutions to unusual and complex business problems.

Participating as a member of the management team by providing authoritative business advice for use in making decisions and establishing the priorities, goals, and objectives of a college.

Serving as a liaison between the Vice President, Administrative Services, and all segments of the college regarding the requirements and procedures governing the business services of a college.

Preparing data, advice, and recommendations on the impact of proposed policies, procedures, legislation, and organizational changes affecting the ability of a college to effectively and efficiently provide business services.

## TYPICAL DUTIES (Cont.)

Representing the college at a variety of meetings, committees, and conferences addressing operating programs and overall management of a college and District.

Maintaining liaison with industry, organizations, and individuals in the college community to facilitate business transactions of a college and to enhance the accessibility of community resources to students.

Soliciting funds to support special interest programs and services of the college from industry, organizations, and individuals within the college community.

Preparing or directing the preparation of correspondence, reports, and presentations regarding business operations of a college.

Assuming responsibility for business operations of a college in the absence of the Vice President, Administrative Services.

May serve as a liaison to contracted Sheriff's personnel.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

An **Associate Vice President, Administrative Services**, assists the Vice President, Administrative Services, in the overall administration of the business affairs of a college and assumes responsibility for the Vice President, Administrative Services, in the event of his/her absence or in the exercise of delegated responsibilities and authority.

A **Vice President, Administrative Services**, applies a broad knowledge of business principles and practices, as well as skill in dealing with organizations, methods, funds, people, equipment and other resources of management in administering a comprehensive program of business services at a college.

**Directors** of accounting, budget, business operations, and personnel administration are the District's top technical experts in their respective occupational fields and manage central administrative units which are responsible for providing policy, technical, and procedural direction, guidance and coordination over activities which impact the financial, human, or capital resources of the District as a whole.

A **College President** is the chief executive officer at a college.

## SUPERVISION

General direction is received from a Vice President, Administrative Services. General supervision is exercised over functional managers, supervisors, and a personal staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of organization and management
- Principles and practices of financial management
- Principles and practices of personnel management
- Principles and practices of governmental purchasing and material management
- Principles and practices of property management and space utilization
- Principles of business law and contracts
- Principles and techniques of management analysis and program evaluation
- Characteristics and capabilities of information technology systems
- Legislative and administrative processes
- Principles and objectives of shared governance
- Principles of supervision, training, and staff development
- Capabilities of computer applications and hardware in the management of college business affairs
- Purpose, functions, policies, operating systems and programs of administrative units of the District
- Federal, state, and local laws, regulations, and policies affecting business operations of a college

### Ability to:

- Provide strategic leadership in planning, directing, and evaluating the assigned business operations of a college
- Relate business knowledge to the needs and characteristics of a collegiate environment
- Prepare clear, concise, logical and effective oral and written reports and presentations
- Communicate effectively with faculty, staff, students, civic and other groups, and the general public
- Persuade others as required to gain acceptance of recommendations and decisions
- Motivate and develop subordinates to achieve maximum productivity
- Plan and direct diverse and complex operating programs and services
- Effectively utilize management information systems in the performance of duties
- Anticipate conditions and plan ahead
- Evaluate work method and performance
- Establish priorities and integrate business services and programs into the overall management of a college
- Execute policies, rules, directions, and procedures of the District
- Conduct effective community fund raising campaigns
- Apply a high level of sound, independent judgment in the solution of complex business problems
- Establish and maintain effective relationships with the business community and administrative and executive offices of the District
- Motivate, direct, and develop subordinate staff
- Exercise tact, originality, and resourcefulness

## ENTRANCE QUALIFICATIONS

### Education:

A bachelor's degree from a recognized four year college or university, preferably in business administration, public administration, finance, economics, or related fields. A master's degree in one of the aforementioned areas is desirable.

### Experience:

Three years of full-time paid experience as a manager or administrator with responsibility for a business function such as finance, accounting, auditing, budgeting, purchasing and contracts, information technology, human resources, facilities planning and development, payroll management, or risk management in a private or public agency employing a minimum of 50 employees. Qualifying experience in an educational institution is desirable.

### Special:

A valid Class "C" California driver's license must be obtained within 60 days of appointment. Access to an automobile.