

ASSOCIATE VICE PRESIDENT, BUSINESS SERVICES

DEFINITION

Plans, organizes, coordinates, evaluates, and directs the business operations of a college center and administers a District-wide comprehensive emergency preparedness program.

TYPICAL DUTIES

- Provides administrative direction to staff supporting the business operations of a college center.
- Establishes the objectives, scope of service, structure, staffing, work methods, and performance standards for organizational units comprising business services at a college center.
- Evaluates the merit of requests from departments and offices for money, personnel, equipment and facilities and recommends the allocation and expenditure of resources based on management priorities.
- Designs, implements, revises, and maintains management information and control systems to provide complete, accurate, and timely data for use in formulating and justifying financial, personnel and material requests.
- Conducts or directs the study of business problems of broad scope and complexity with the goal of developing effective managerial policies, procedures, methods and organizational structures.
- Collaborates with District specialists on the implementation and integration of District policies and procedures into college center operation, and finds solutions to unusual and complex business problems.
- Participates 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 center.
- Prepares data, advice, and recommendations on the impact of proposed policies, procedures, legislation, and organizational changes affecting the ability of a college center to effectively and efficiently provide business services.
- Represents a college center at a variety of meetings, committees, and conferences addressing operating programs and overall management of the college and District.
- Maintains liaison with industry, organizations, and individuals in the college community to facilitate business transactions of a college center and to enhance the accessibility of community resources to students.
- Solicits funds to support special interest programs and services of a college center from industry, organizations, and individuals within the college community.
- Prepares or directs the preparation of correspondence, reports, and presentations regarding assigned areas.
- Oversees the maintenance of records related to assigned areas.
- Develops and coordinates a comprehensive emergency preparedness and response plan for natural and man-made disasters such as earthquakes, floods, civil unrest, or acts of violence by individuals or groups for the colleges and District Office.
- Plans, coordinates, and conducts emergency preparedness training and simulations for District executives, administrators, and staff as appropriate.

## TYPICAL DUTIES (Cont.)

Coordinates emergency preparedness planning activities and services in cooperation with local governments and community service organizations that include city and county law enforcement and fire agencies and organizations providing relief to victims of disasters.

Responds to individual site emergencies to assist and direct the determination of effective and appropriate action.

Evaluates and coordinates District-wide disaster communications to ensure that communications systems are available during an emergency.

Assesses the District Office and college location sites to identify existing or potential hazards and advise or implement abatement procedures to avoid injury or accidents during a disaster event.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

An **Associate Vice President, Business Services**, plans, organizes, coordinates, evaluates, and directs the business operations of a college center and administers a District-wide comprehensive emergency preparedness program

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.

## SUPERVISION

General direction is received from a classified or academic administrator. General supervision is exercised over functional managers, supervisors, and administrative support 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

Legislative and administrative processes

Federal, state, and local laws, regulations, and policies affecting business operations of a college center

Knowledge of: (Cont.)

Practices of emergency management and response procedures  
Principles, concepts, and terminology of disaster planning  
Capabilities of computer applications and hardware in the management of college center affairs  
Purpose, functions, policies, operating systems and programs of administrative units of the District

Ability to:

Plan, direct, and coordinate the business operations of a college center  
Administer a comprehensive emergency preparedness program  
Apply a high level of sound, independent judgment in the solution of complex business problems  
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, develop, coordinate, and direct the work of subordinates to achieve maximum productivity  
Plan and direct diverse and complex operating programs and services  
Establish priorities and integrate business services and programs into the overall management of a college center  
Effectively utilize management information systems in the performance of duties  
Execute policies, rules, directions, and procedures of the District  
Act quickly in emergency situations  
Establish and maintain effective relationships with administrative District personnel and representatives from governmental and various private organizations  
Exercise tact, originality, and resourcefulness  
Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university, preferably with a major in business administration, public administration, economics, or a closely related field. A master 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 accounting, budgeting, contracts, finance, human resources, facilities planning and development, information technology, payroll management, or risk management in a private or public agency employing a minimum of 35 employees. Qualifying experience in an educational institution is desirable. Experience in the administration or coordination of emergency operations or activities is desirable.

Special:

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