

VICE PRESIDENT, ADMINISTRATIVE SERVICES

DEFINITION

Plans, directs, evaluates, and is held accountable for effective conduct of the business affairs of a college.

TYPICAL DUTIES

Plans, directs, and evaluates the business operations at a college which include:

- 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

Serves as chief advisor to the College President on strategic matters related to the business operations of a college.

Establishes the objectives, scope of service, structure, staffing, work methods, and performance standards for organizational units comprising Business Services at a college and monitors units for effectiveness and operational efficiency.

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

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

Directs the design implementation, revision, and maintenance of 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.

Assesses the impact of proposed policies, procedures, legislation, and organizational changes affecting the ability of the college to effectively and efficiently provide business services and makes appropriate recommendations.

Collaborates with District specialists on the implementation and integration of District policies and procedures into college operations, and ascertainment of 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 the college.

Serves as a liaison between the College President and all segments of the college regarding the requirements and procedures governing the business services of the college.

Serves as a liaison with the college's ASO and foundation(s) on business and fiscal matters.

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

TYPICAL DUTIES (Cont.)

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

Participates in grievances, disciplinary meetings, and other employment related activities.

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

Prepares or directs the preparation of correspondence, reports, and presentations regarding business operations at the college.

Assumes the duties, obligations, and responsibilities of the College President, as assigned, during his/her absence.

Serves as a liaison to contracted Sheriff's personnel.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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 services, 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 College President. General supervision is exercised over managers and supervisors.

CLASS QUALIFICATIONS

Knowledge of:

Principles, practices, and procedures pertaining to the construction and renovation of public buildings

Principles and practices of financial management

Principles and practices of governmental purchasing and material management

Principles of business law and contracts

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

Principles and practices of property management and space utilization

Principles and techniques of management analysis and program evaluation

Legislative and administrative processes

Principles of organization and management

Principles and practices of personnel management

Characteristics and capabilities of management information systems, software, and hardware related to business operations

Knowledge of: (cont.)

Principles of supervision, training, and staff development
Principles and objectives of shared governance
Purpose, functions, policies, operating systems and programs of administrative units of the District

Ability to:

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

ENTRANCE QUALIFICATIONS

Education and Experience:

A bachelor's degree and a master's degree from a recognized four-year college or university. One of the aforementioned degrees must be in the field of business administration, public administration, finance, economics, or a related field

AND

Three years in a full-time, paid management- or administrative-level position with responsibility for managing/administering the business operations of a public agency or private organization employing a minimum of 100 employees. Qualifying experience must have included responsibility for managing/administering at least two line functions such as facilities management and construction, finance, human resources, information technology, and purchasing and contracts. Additional qualifying experience may be substituted for the education requirement on a year-for-year basis.

Special:

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