

**ASSISTANT DIRECTOR OF COLLEGE ADMINISTRATIVE SERVICES****DEFINITION**

Under general administrative direction, assists in the planning, organization, and coordination of administrative operations in College Administrative Services, including the Business Office, Food Services, Child Development Center, and the Instructional Materials Center (IMC).

Provides leadership and support in fiscal operations, personnel supervision, policy implementation, and process improvements. Assists with college-wide budget development, financial planning, and operational strategy. Serves as an advisor to the Senior Director of College Administrative Services and acts as liaison between departments and internal/external stakeholders. May serve as a campus liaison with Central Services (e.g., facilities, safety/security, IT, and media services) as delegated. Performs other duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the Senior Director of College Administrative Services.

Provides direct supervision to administrative and operational staff in assigned departments. May provide indirect supervision to other staff on a project-by-project basis.

**ESSENTIAL DUTIES**

- Assist in the daily management of operations across Business Services, Food Services, IMC, and Child Development to ensure efficient and student-focused service delivery.
- Support the development, implementation, and review of operational policies and procedures in compliance with district, state, and federal regulations.
- Oversee and support staff assignments, workflow, training, and performance evaluations to maintain high levels of service and accountability.
- Collaborate with department leads to monitor and support college-wide budget development, financial reporting, and fiscal planning.
- Provide financial analysis and assist in the coordination of all college funding and programs.
- Participate in personnel processes including hiring, staff evaluations, and contract interpretation, in coordination with the Senior Director.
- Support the automation of business processes and use of technology systems to enhance efficiency and accuracy.
- Generate reports, perform data analysis, and assist with audits, special projects, and board reporting.
- Assist with oversight and compliance of grants, categorical programs, and other externally funded initiatives.
- Support the development and revision of campus administrative policies and procedures; prepare recommendations and assist in policy implementation.
- Serve as liaison with Central Services departments as delegated by the Senior Director.
- Provide guidance and support to faculty, staff, and students regarding administrative services.
- Represent the Senior Director in meetings and decision-making processes as assigned.
- Serve as acting administrator in the absence of the Senior Director, as assigned.
- Perform other duties as assigned.

## MINIMUM QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

### Education and Experience:

- **Education:** Equivalent to an Associate's degree from an accredited institution in Business Administration, Public Administration, Finance, or a closely related field.
- **Experience:** Five (5) years of increasingly responsible experience in business services, operations, or administrative support functions, preferably in a higher education setting, including at least one (1) year in a supervisory or lead capacity.

### OR

- **Education:** Equivalent to a Bachelor's degree from an accredited institution in Business Administration, Public Administration, Finance, or a closely related field.
- **Experience:** Three (3) years of increasingly responsible experience in business services, operations, or administrative support functions, preferably in a higher education setting, including at least one (1) year in a supervisory or lead capacity.

### Knowledge of:

- Principles of business operations and financial management in an educational institution.
- Supervision, training, and staff development practices.
- Applicable federal, state, and district regulations, including fiscal policies and procurement practices.
- Principles and practices of customer service, process improvement, and project coordination.
- Technology and systems used in finance, HR, and administrative operations.
- Grants, categorical programs, and compliance requirements in higher education.

### Ability to:

- Supervise and coordinate administrative services and personnel effectively.
- Analyze operational needs and recommend appropriate solutions.
- Interpret and apply policies, contracts, and regulations.
- Communicate clearly and professionally in oral and written form.
- Collaborate across departments and maintain effective working relationships.
- Manage multiple priorities and maintain confidentiality.
- Assist in budget development and fiscal analysis.
- Represent the Senior Director in meetings and provide continuity of operations.

### Licenses and Certificates:

- Possession of a valid California Motor Vehicle Operator's License

### Physical and Mental Standards\*:

- **Mobility:** Ability to sit for long periods, move about an office, and occasionally travel.
- **Dexterity:** Fine manipulation sufficient to operate a keyboard, handle paperwork, and use office equipment.

- **Lifting:** Occasional lifting of materials up to 25 pounds.
  - **Vision/Hearing:** Ability to read documents, work with computers, and communicate effectively.
  - **Emotional/Psychological Factors:** Ability to work under pressure, meet deadlines, and handle personnel matters with professionalism.
- \*Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

#### **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.
- May require occasional evening or weekend hours.
- Occasional travel to district or off-site locations.

*Class Adopted:*

*Class Amended: 4/1/2025*