

**VICE PRESIDENT OF COLLEGE AND ADMINISTRATIVE SERVICES****DEFINITION**

Under general administrative direction, plans organizes, directs and manages a wide variety of college support programs, including: college budget coordination, campus liaison with Central Services, auxiliary, safety/security, and business office, information technology and media services and the instructional materials center and mailroom; works in cooperation with the district facilities office regarding building and grounds maintenance including coordination of major College capital facility projects and performs other duties as assigned.

**SUPPERVISION RECEIVED AN EXERCISED**

Receives general administrative direction from the College President.

Provides direct supervision to a wide variety of managerial, supervisory, technical as well as other administrative support staff, as assigned.

**EXAMPLES OF DUTIES:**

- Plan, organize, coordinate, review and evaluate the college's budget development, and maintenance functions.
- Organize, coordinate and facilitate various facilities modifications projects (Measure E – construction and campus issues); provide direction and assistance as required to assure that all facility modification projects proceed steadily toward established goals and these activities do not conflict with or unnecessarily interrupt college programs and services.
- Advise college President and administration on college business issues and fiscal impact of policy options.
- Develop and implement appropriate timelines, processes, automated systems and applications, and reporting and records maintenance activities.
- Coordinate and oversee the College budget process for all college funding and programs.
- Provide financial analysis to assist administration in sound fiscal decisions and the efficient allocation of fiscal resources for college operations.
- Serve as the College liaison officer in matters related to financial affairs affecting the College and the District.
- Assure allocation of resources in accordance with State and Federal laws and established District policies.
- Plan, organize, coordinate, review and evaluated the college's emergency preparedness activities.
- Develop and implement appropriate training and drills, purchase emergency supplies and materials; assure allocations of resources.
- Develop and maintain college administrative regulations with regard to college facility use, fiscal management and budget implementation.
- Prepare and administer annual budgets for assigned area; review and approve expenditures according to established District policies and procedures.
- Participate in preparation of State and Federal grant applications.

- Ensures appropriate campus/college fiscal and budgetary management, including supervision over collection and disbursement of funds. Purchasing processes, contract administration, equipment inventory, recordkeeping, grants and categorical program compliance and fiscal accountability, payroll, and budget control processes.
- In consultation with the College President, develops, monitors, and maintains the campus/college's annual budget in accordance with District policies and procedures.
- Prepares periodic financial reports and projections and makes recommendations, as appropriate, to ensure compliance with campus/college financial goals and objectives.
- Supervises facilities maintenance, operation and use for all campus/college physical plan and property, including leased facilities.
- Develop, supervise and evaluate all programs, personnel, operations and activities within the Division to ensure compliance with District policies, Education Code and state and federal legislation.
- Prepare and submit information, data and reports as related to areas of supervision.
- Make appropriate recommendations for modifications, additions or deletions in policy and/or procedure through the appropriate reporting authority.
- Perform other related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Efficient administrative practices through and integrated approach to planning, budgeting, scheduling, and management.
- Knowledge of budget development practices and internal cost control procedures.
- Business theories, principles and practices.
- Fund accounting and risk management.
- Good practices in leadership, teamwork, and facilitation.
- Knowledge of community colleges and their place in higher education.
- Continuous improvement principles, system approach, and performance indicators.

### Ability to:

- Show commitment to promoting and supporting educational excellence and transformational learning within a strong academic culture.
- Show commitment to providing creative and innovative leadership.
- Demonstrate efficient administrative practices through an integrated approach to planning, budgeting, scheduling and management.
- Strengthen intra-college, community, and district-wide relations.
- Support staff development, achieve hiring success, enhance evaluation, follow convictions, recognize and mitigate personnel issues, resolve conflicts and establish and maintain internal controls and audits.
- Foster diversity among faculty, staff and students; show sensitivity to working with populations of diverse ethnic and racial backgrounds and demonstrate commitment to same.
- Interpret and apply California Education Code, Title V (or equivalent) and applicable laws, regulations, policies and procedures.

- Establish internal and external consensus and bring together divergent groups, building teams and creating an environment that supports innovation and risk-taking.
- Analyze situations accurately and adopt an effective course of action, meet schedules and adopted timelines.
- Communicate effectively, both orally and in writing.

## 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, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 50 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

## EDUCATION AND EXPERIENCE

Any combination of education, experience and/or training that would likely provide the above required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

### Education:

- Bachelor's degree in business majoring in accounting, management, and/or finance or related field. Master's degree preferred with an emphasis in fiscal management.

### Experience

- Five (5) years of experience in a senior level administrative position in a higher educational, industrial, or public setting, which includes at least four years of experience in administrative services or directly related field including directing budgeting and accounting functions.