

VICE PRESIDENT/ADMINISTRATIVE SERVICES

GENERAL RESPONSIBILITIES

Serves as business manager of the college. Overall responsibility to the College President for the effective conduct of the business affairs of the college, including budget development and control, maintenance of facilities and grounds, transportation, and the preparation and maintenance of required records and reports; performs other duties as assigned. Serves as campus liaison to District business operations and fiscal services division. This is a classified position.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF ADMINISTRATIVE SERVICES

Serves as the primary liaison between the College President and all segments of the College regarding the requirements and procedures governing administrative services. Provides overall supervision of budget, maintenance of facilities and grounds, duplication services, custodial services, transportation, and community use of facilities; recommends policy and procedure, and monitors programs and services in assigned area for responsiveness to the needs of a culturally diverse community. Serves as the College's direct liaison with the District's Business Operations and Fiscal Services Division and provides dotted line coordination of centralized district services such as facilities planning and development, bookstore/food services, and campus safety and security.

PERSONNEL

Responsible for and recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, and training/professional development of assigned personnel; also responsible for administering collective bargaining agreements, adjustment of grievances, and compliance with District policies, rules and regulations regarding employment and selection procedures, evaluation of assigned staff, and providing direction and assistance in relation to all programs associated with this office.

BUDGET/FISCAL MANAGEMENT

Responsible for timely and accurate preparation, submission and administration of the College budget, including substantial responsibility for reporting and accounting for specific programmatic funding.

VICE PRESIDENT/ADMINISTRATIVE SERVICES (continued)

PLANNING

Plans all programs under supervision; responsible for the scheduling of work, events, facility use, maintenance, and the delivery of services.

COMMUNITY CONTACT/REPRESENTATION

Must be a highly visible educational leader seeking a position of significant leadership in community institutions and activities, and on state boards and committees to articulate, enhance and improve District programs, offerings, and funding. Oversees community use of campus facilities.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for advising, chairing and supervision of service area and District-wide committees and task forces.

ESSENTIAL FUNCTIONS

1. Supervises all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned in areas of responsibility; has substantial responsibility for procurement, expenditure and accounting for funding and programs in compliance with applicable law and policy, and for related reports.
2. Resolves complaints, problems, and conflicts; analyzes, applies and explains laws, regulations and policies, regarding services provided and maintains related records and reports.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: A Bachelor's degree and at least five years of experience reasonably related to this administrative assignment. Experience in a public educational agency is desirable.

Required Skills: Ability to prevent and resolve conflicts and problems, plan, measure and evaluate programs, services and activities, supervise staff, analyze and apply laws, rules and regulations, and build consensus.