



**JOB TITLE: VICE PRESIDENT OF ADMINISTRATIVE SERVICES/ASSISTANT SUPERINTENDENT**

Classification: Classified Administrator  
Salary Range: 1

Retirement Type: PERS\*  
Revised/Board Approved: March 18, 2019

**BASIC FUNCTION:**

Under the direction of the Superintendent/President, provide overall leadership in planning, directing and evaluating the operational activities of the District including, but not limited to all aspects of financial services; purchasing and risk management; facilities including maintenance and operations; information systems; bookstore and food services.

**REPRESENTATIVE DUTIES:**

Provide vision and leadership in evaluating Administrative Services programs, service levels and impact on District operations and student success. Identify opportunities for improvement and implement actions to strengthen services to students and the campus community.

Serve as the chief advisor to the Superintendent/President on strategic matters related to budget development, finance administration, facilities services, property management, safety, purchasing, information systems and other administrative concerns.

Develop the annual estimates of income and expenditures for various District programs; make recommendations to the Superintendent/President regarding total estimated expenditures to assure compliance with projected income for the same period.

Assist with the District planning process to link with the annual budget.

Direct the administration of various District budgets; coordinate the development of the District's annual budget for expenditures with other Vice Presidents; execute budgetary documents as authorized by the Board, and assure the District maintains a balanced budget within authorized spending programs.

Participate in grievances, disciplinary meetings, legal matters and other employment activities. Serve as a resource to District negotiation teams.

Direct the purchasing and risk management operations of the District including finance, budgeting and purchasing; provide for proper internal controls and management of District funds.

Oversee the administration of contracts with outside vendors, the bidding and procurement procedures for goods and services and execute contract documents as authorized by the Board.

Direct facilities services; make recommendations and approve plans and specifications for construction and remodeling projects; work with appropriate State agencies to assure approval of various construction and remodeling projects; complete annual and long-term construction and facilities plans.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions to the Superintendent; approve goals and performance objectives for Administrative Services Department personnel.

Coordinate and supervise legal matters of the District; make recommendations to the Superintendent/President regarding employment of outside legal consultants; represent the District with legal counsel in various legal actions for and against the District.

Provide for proper management of the District's investment program; assure funds not needed for current operation are invested in accordance with County, State and federal requirements.

Provide for proper management and control of the District's insurance program; analyze, review and purchase insurance to assure the District, Board and employees are adequately protected and covered for contingencies associated with operation of a community college.

Oversee the operations of Auxiliary Services.

Oversee the District's internal and external auditing program; recommend the employment of external auditors; assure program complies with related regulations.

Recommend agenda items for Board approval; attend regular meetings and closed sessions as requested; prepare Administrative Services board agenda and supporting materials for Superintendent/President; recommend new policies or amendments to existing policy to the Superintendent/President; provide information and data as requested.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Master's degree from an accredited college or university in business administration or related field and five (5) years of increasingly responsible experience at the senior management level in the administration of administrative services divisions with emphasis in finance and budget **or** the equivalent.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Planning, organization and direction of the Administrative Services Department.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, Education codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Generally accepted accounting principles.

Abilities/Skills:

Provide overall leadership in planning, directing and evaluating the administrative activities of the District.

Supervise the administration of various District budgets.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Sensitive to and understanding of diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students and staff.

Licenses or Other Requirements:

Valid California driver's license

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment.

Attend multiple meetings.

Extended periods of sitting.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.