

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Vice President, Administrative Services

Unit: Management

Page: 1 of 3
Job Code: C3390
Original Date: 07/1989
Last Revision: 07/2014
Staff Type: Classified
FLSA status: Exempt
Salary Range: 20

DEFINITION

Under the general supervision of a President, act as the chief business and financial officer for a college or continuing education program; plan, organize, coordinate, and direct a comprehensive financial and administrative service program, including fiscal services, budget development and management, expenditure control, purchasing control, student accounting, college cash management, facilities operations, maintenance and planning, facilities rental, capital construction, personnel services, technology services, print and mail services, safety and security, and auxiliary services such as bookstore and food services. Incumbents work collaboratively with the Vice Presidents of Instruction and Student Services and may act as chief administrative officer for the college or continuing education program in the absence of the President, as assigned.

EXAMPLE OF DUTIES

1. Develop, direct, coordinate, and supervise the programs, personnel, operations, and activities of all college or continuing education business services programs and ensure compliance with district policies, Education Code, and State and Federal regulations; directly supervise administrative services personnel.
2. Coordinate and supervise the preparation and expenditure of the college's annual operating budget; exercise expenditure and purchasing control; prepare and administer the annual budget for all administrative services operations.
3. Administer college student accounting and bursar functions.
4. Manage college operation activities, including the maintenance of college buildings and grounds areas and custodial services in coordination with the Maintenance and Operations Department.
5. Administer event and facilities master calendar and facilities rental program.
6. Coordinate college-level planning for new facilities and renovations and coordinate district staff and contractor transactions during the construction of buildings and facilities.
7. Coordinate employment and personnel services with district and college staff.
8. Manage technology services and facilitate technology planning in coordination with the Information Technology Services Department.
9. Administer the safety and emergency programs of the college in collaboration with police and district staff.
10. Coordinate college bookstore and cafeteria services with district staff.
11. Participate in college long-range planning for programs, services, grants, facilities, technology and coordinate financial planning with the integrated planning process.
12. Develop and administer the college's financial, business, and operations policies, procedures, and regulations; prepare regular financial reports to the College President, District, and other appropriate groups.
13. Assure compliance with all Federal and State regulations related to business services and college operations, including the completion of all necessary State and Federal reports.

14. Coordinate the evaluation of all assigned staff; assess the effectiveness of all programs and services.
15. Serve as a member or chair of district and college committees as designated by the President; maintain liaison with other site and district administrative staff to assure coordination of activities.
16. Serve as an administrative associate to the College President and, when designated, assume direct responsibility for the college during the absence of the President.
17. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of local, State, and federal laws, rules, and regulations governing assigned area.
Applicable sections of the State Education Code and Health & Safety Codes.
Governmental Accounting Standards
Complexity of functions and impacts of college operations.
Contract law as applicable to California community colleges.
District collective bargaining process.
District organization, operations, policies, and objectives.
District personnel, budgeting and accounting procedures.
Modern office practices, procedures and equipment and record-keeping techniques.
Motivational and people coordination skills.
Oral and written communications skills.
Principles and personnel management, supervision, and training.
Principles of business management, supervision and facilities management.
Principles of public administration personnel and accounting management.

Skills and Abilities:

Analyze situations accurately and take effective courses of action.
Communicate effectively both orally and in writing with diverse constituencies, within and outside the District.
Develop and manage a diverse program area, and offer clear leadership.
Establish and maintain effective and cooperative working relationships with administrators, staff, contractors and other support personnel.
Finance, budget and accounting management.
Maintain records and prepare reports.
Manage operations of business and facilities.
Personnel management, supervision, and training.
Plan, schedule, and supervise work.
Public administration, human resources, and accounting.
Understand and follow oral and written directions.
Understand and interpret labor agreements and District policies and procedures.

Training and Experience:

Any combination of training and experience equivalent to: a Master's degree in Public or Business Administration or related field and six years experience in accounting, personnel, budgeting, labor relations or other related field, with at least two years of experience in a management position.

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office. Some travel from site to site.