VICE PRESIDENT/ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Vice President/Assistant Superintendent, Administrative Services is the chief business officer of the college providing direction and leadership for the business and financial affairs of the college. The Vice President recommends the broad policies of the college related to business and finance and serves as the chief financial advisor to the Superintendent/President and the Governing Board.

SCOPE

The Vice President/Assistant Superintendent, Administrative Services, under the general direction of the Superintendent/President, directs the business and financial affairs of the college including business services, personnel and human resources, collective bargaining, employee benefits, safety and protective services, maintenance and operations, facilities planning, construction and deferred maintenance, bookstore, food services, risk management and insurance; and contract development and legal activities.

TYPICAL DUTIES AND RESPONSIBILITIES

- Serves as the chief business officer managing all district financial policies, procedures and activities, including budget and audit (E)
- Directs various college service and support operations including but not limited to business office operational activities, personnel and human resources, campus safety programs, bookstore and food services operations (E)
- Initiates and directs the management of capital improvement processes and projects (E)
- Plans for and directs the employee benefits programs of the college (E)
- Serves as the chief district negotiator with the faculty and classified employee unions and serves as contract administrator (E)
- Plans for and directs all district facilities and maintenance operations, including buildings, grounds, equipment and safety management (E)
- Recommends, interprets and administers district policies ensuring compliance with pertinent Federal, state and local laws and contractual regulations (E)
- Directs and evaluates assigned staff (E)
- Develops the district’s five-year capital construction and deferred maintenance plans (E)
- Directs the district's insurance and risk management functions (E)
- Represents the district in the management of joint powers agreements (E)
- Serves as the district's legal liaison (E)
- Prepares a variety of reports and correspondence including the reports for the college Governing Board (E)
- Performs related duties as required or assigned.

(E) = designates essential functions
QUALIFICATIONS

Education and Experience:

Master's degree or equivalent and a minimum of four years of successful administrative experience, at least two of which are at the senior management level.

Knowledge of:

- Budget planning and development
- Facilities planning and management
- Managing business component functions, including risk management, fiscal services, personnel administration and safety
- Staff diversity and equal opportunity
- Effective verbal and written communications skills
- Effective organizational skills
- A wide spectrum of the college environment

Ability to:

- Perform effectively in collective bargaining and labor relations
- Effectively lead and motivate managers and staff in a collegial-shared governance environment
- Demonstrate expertise in leadership; establish and utilize innovative management techniques
- Work effectively with changing rules and regulations
- Consistently perform under the pressures of deadlines and other administrative demands
- Train, supervise and evaluate assigned staff
- Work cooperatively with others

Desired:

- Master's or Bachelor's degree be in business, public administration, accounting, economics, or a closely aligned area

AUTHORITY AND RESPONSIBILITIES

The Vice President/Assistant Superintendent, Administrative Services directs and supervises administrative staff assigned to Business Services, Personnel and Human Resources, Facilities Planning and Plant Operations, Purchasing, Contracts, and Risk Management, Safety and Protective Services, the bookstore; and the Confidential Executive Assistant to the Vice President/Assistant Superintendent Administrative Services.

Adopted: February 1, 1988
Revised: August 5, 1996
Revised: May 3, 2010