VICE PRESIDENT OF ADMINISTRATIVE SERVICES

DEFINITION

Under direction of the College President, manages the campus finances, business functions, District food services, printing services, building services, property management, mail services, campus receptionist, auxiliary services and facility utilization services.

DISTINGUISHING CHARACTERISTICS

This is a management position, exempt from overtime provision of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

EXAMPLES OF RESPONSIBILITIES

Responsibilities include but are not limited to: developing and directing the college budget and accounting program to ensure accurate completion of receipt recording and expenditure of funds for college accounts; developing recommendations for improvement of operations in the business office; providing administrative advice; approving and monitoring campus purchase requisitions and capital outlays; monitoring the college transportation activities; coordinating the hiring of classified personnel with the District Human Resources and Personnel Commission offices; maintaining records of classified personnel and student employment records including time and attendance reporting; acting as the college safety officer; coordinating with District centralized services, police, environmental health and safety, maintenance, grounds, and facilities to ensure campus priorities and needs are met; supervising the inventory of college equipment; managing the District's auxiliary services and parking services; coordinating construction projects; managing the printing services and copy department, the campus receptionist, mail services, and other areas as assigned.

EMPLOYMENT STANDARDS

Education: Master's degree in Business or a related area.

Experience: Increasingly responsible experience in budgetary analysis and control, accounting or business management for a large business, governmental or educational organization.

Knowledge, Skills, and Abilities: Knowledge of management and accounting systems; data processing procedures; program budgeting; management techniques; building maintenance and operations; facilities utilization; and auxiliary services. Skill to learn applicable education and administrative code sections as well as California Schools Accounting Systems Manual; develop a campus wide budget; recommend classified
personnel procedures and purchasing procedures; supervise large number of employees; and analyze and maintain accounting and budget systems. Ability to assign, monitor, and evaluate the work of others; receive and follow instructions; appropriately interact with students, staff, faculty and public; and learn and apply college and district policies and procedures.

Approved:  September 23, 1991
Revised by PC:  September 11, 2007
Salary Range:  66