

## ANTELOPE VALLEY COLLEGE ADMINISTRATIVE JOB DESCRIPTION

### VICE PRESIDENT, ADMINISTRATIVE SERVICES

#### Administrative Salary Table AD, Column I

#### BASIC FUNCTION:

Under direction of the Superintendent/President, the Assistant Superintendent/Vice President, Administrative Services serves on the senior management team as a member of the Executive Council and contributes to strategic and budgetary planning for the college. The Assistant Superintendent/Vice President, Administrative Services has responsibilities that include planning and directing the business and administrative services functions of the district. The Assistant Superintendent/Vice President, Administrative Services is responsible for overseeing the operations of the Business Services, Facilities, Maintenance and Operations, and Information Technology Services.

#### DISTINGUISHING CHARACTERISTICS:

This position is required to manage the complex administrative matters at the college. The position exercises significant executive and administrative judgment of business principles and practices in administering a comprehensive program of administrative services at the college.

#### REPRESENTATIVE DUTIES:

E = denotes essential duties of the position

- Provide supervision to Business Services, Facilities, Maintenance and Operations, and Information Technology Services. (E)
- Responsible for the fiscal integrity of the district and proper expenditures of all district funds. (E)
- Coordinate and supervise the preparation of the district's annual operating budget. (E)
- Formulate business policies for Board presentation.
- Oversee all business office functions including accounting, purchasing, warehousing, accounts receivable and payable, mailroom/duplication, and cashier's office. (E)
- Oversee all district operations functions including grounds, custodial, maintenance, transportation, energy management, and facilities usage. (E)
- Oversee the payment of all obligations and receipt of income. (E)
- Maintain accurate and current accounts for all district funds including general, special, reserve, building, student body, bookstore, food services and accounts not otherwise assigned. (E)
- Provide monthly financial reports to the President and the Board of Trustees. (E)
- Maintain a perpetual inventory of all district property. (E)
- Oversee purchase of all equipment, supplies and property of the district. (E)
- Oversee the operation, maintenance, repair, and upkeep of all district buildings, property, and equipment.
- Oversee the safe storage and appropriate warehousing of district supplies and equipment.
- Oversee the district's facilities planning, construction projects and deferred maintenance programs. (E)
- Oversee the planning, implementation and instructional use of all Information Technology Services operations. (E)
- Participate in both short term and long-range planning for the district. (E)
- Perform other duties as assigned by the Superintendent/President.

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION:**

- Master's degree in accounting, finance, business, business administration, public administration, or a related area from an accredited college or university.

### **EXPERIENCE:**

- A minimum of five (5) years of progressively responsible experience in the area of accounting, business administration or a related field, including at least three (3) years of experience in an administrative or supervisory position is required.
  - Administrative or supervisory experience should include responsibility for areas such as accounting, purchasing, budgeting process and implementation, auxiliary business operations, human resources and/or facilities management.

### **ADDITIONAL REQUIREMENTS:**

- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.
- Experience in or knowledge of community college and administrative operations.

### **KNOWLEDGE OF:**

- Administrative and business methods, practices, principles, procedures, laws and terminology.
- Purpose, functions, policies, operating systems and programs of administrative units of the District
- Federal, state, and local laws, regulations, and policies affecting business operations of a college.
- Generally Accepted Accounting Principles.
- Governmental accounting standards.
- *The California Community College's Budget and Accounting Manual.*
- Principles, practices, and procedures pertaining to the construction and renovation of public buildings.
- Principles and practices of governmental purchasing and material management.
- Principles and practices of property management and space utilization.
- Principles of organization and management.
- Characteristics and capabilities of management information systems, software, and hardware related to business operations.
- Principles and techniques of management analysis and program evaluation.
- Principles and objectives of shared governance.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.
- Supervisory principles and practices and organizational development.

### **ABILITY TO:**

- Apply technical subject matter to the position.
- Understand and interpret business practices.
- Provide strategic leadership in planning, directing, and evaluating the administrative services of a college.
- Relate business knowledge to the needs and characteristics of a collegiate environment.
- Use computer applications and diverse and complex operating programs in the management of business affairs.
- Define, assess, and prioritize the use of fiscal and material resources to maximize organizational performance.

- Improve operational processes and workflow to ensure projects are on-time, on budget, and achieve their objectives.
- Establish priorities and integrate administrative services and programs into the overall management of a college.
- Execute policies, rules, directions, and procedures of the District.
- Evaluate immediate actions and anticipate conditions in context of achieving long range objectives.
- Work under the pressure of recurrent deadlines within an environment of frequent interruptions.
- Prepare effective oral and written communications, reports and presentations.
- Ensure superior individual and group performance by stimulating teamwork and promoting cohesiveness to achieve business goals.
- Establish rapport and maintain effective relationships with the business community and administrative and executive offices of the District.
- Apply a high level of sound, independent judgment, resourcefulness and initiative in the solution of complex business problems.
- Motivate, direct, develop and evaluate subordinate staff.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Reports directly to the Superintendent/President of the district.

Responsible for Business Services, Facilities, Maintenance and Operations, and Information Technology Services.

**CONTACTS:**

Co-workers, administrators, other departmental staff, state agencies, and vendors.

**PHYSICAL EFFORT:**

- Sitting for extended periods of time.
- Reaching in all directions
- Bending and twisting

**WORKING CONDITIONS:**

Normal office environment.