

**JOB TITLE:** ASSISTANT SUPERINTENDENT, VICE PRESIDENT, ADMINISTRATIVE SERVICES  
**PAY GRADE:** EMPLOYMENT CONTRACT / EXEC PAY SCALE  
**LAST REVISED:** 08/17/2017

**SUMMARY DESCRIPTION** - Under administrative direction of the Superintendent/President, the Vice President of Administrative Services serves as the District's Chief Business Officer and must plan, design, organize, implement, and manage the District's administrative programs and services, which may include but are not limited to, Finance/Budget, Purchasing, Facilities & Plant Operations, Information and Instructional Technology, Parking & Security and Auxiliary Services. This position works closely with the Assistant Superintendents/VPs of Instruction, Student Services, and Human Resources, and serves as a member of the District's Executive Leadership team. This position is accountable for results in assigned program areas and may be responsible for supervision of educational administrators and classified supervisors employed as deans and directors in assigned areas, as well as classified staff and classified confidential support staff.

**REPRESENTATIVE DUTIES** - *The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

**Policy Development - ESSENTIAL:** Develop and recommend broad and/or specific policies, regulations, and operating procedures for managing District activities and processes in accordance with District mission statements and identified goals; interpret and analyze proposed legislation and laws impacting education, regulations, and procedures to determine their impact or potential impact on District operations, finances, and administration, and to formulate courses of action including compliance strategies; recommend policies to assure an effective District integrated risk management program; communicate effectively with District managerial and other staff, faculty, public agency/organization and private company representatives, and the general public to ascertain and meet District and community needs, in accordance with District mission statements and identified goals; participate in District participatory governance processes, as appropriate.

**Planning/ Budgeting - ESSENTIAL:** Develop and maintain current long-range District financial/business plan(s); manage District overall operating budget; develop and participate in District planning processes to ensure articulation between operational planning goals and objectives with those of other District organizational units; recommend new or revised systems, methods, programs and procedures to improve efficiency and effectiveness of District operational functions and to utilize optimal technologies; research and submit grant applications/proposals, as appropriate, to augment District resources.

**Financial Management - ESSENTIAL:** Oversee management and allocation of financial resources to accomplish District mission and goals; analyze financial data and recommend optimal use of District resources; determine sources of revenue and make projections relative to apportionment, demographics, and other revenue factors; determine investment strategies to assure optimal return on allocations of District funding; collect fiscal obligations from affected entities and individuals; process claims against the District by outside entities and individuals.

**Administrative Oversight - ESSENTIAL:** Oversee District Administrative Services which may include but are not limited to Accounting, Budgeting, Payroll, Purchasing/Procurement, Information and Instructional Technology, Inventory, Property Maintenance, Facilities Use, Risk Management, Reprographics, Bookstore, Maintenance/Operations, Health & Safety Administration, Environmental Regulatory Compliance; oversee District Projects performed by District staff and/or independent contractors, to ensure compliance with financial/business and contractual obligations.

**Supervision - ESSENTIAL:** Supervise and evaluate staff managers of the Business Services, Information and Instructional Technology, Facilities/Plant Operations, Parking and Security Departments; interpret provisions of management contracts; conduct meetings to enhance District operations.

**Reporting - ESSENTIAL:** Analyze data to prepare clear and concise reports necessary for efficient and effective management and operation of the District; provide reports to outside agencies as required; provide reports to the Superintendent/President on assigned topics.

**Required Licenses/Certifications:**

Incumbent must possess a valid California Class C or higher driver's license in order to accomplish official travel between District site locations and other destinations in a district and/or privately-owned vehicle.

**Required Education and Experience:**

This position is an Educational Administrator and therefore the incumbent must possess a Master's Degree in any field and at least one (1) year of experience related to the duties of this position in order to meet the California Education Code provisions for an Educational Administrator.

**Required Knowledge, Skills & Abilities:**

The following describes the general knowledge and abilities required to successfully perform the assigned duties of this job and/or which must be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities related to assigned administrative programs and services
- Public policy decision making processes
- Principles and practices of budgeting, facilities planning, plant operations, and fiscal operations
- Pertinent federal, state, and local laws, codes, and regulations related to assigned administrative programs and services
- Interest-based bargaining and problem-solving techniques
- Principles of supervision, training and performance evaluation
- Conflict resolution techniques

Ability to:

- Manage and direct comprehensive Finance/Budget, Purchasing, Facilities Planning & Plant Operations, Information and Instructional Technology, Parking & Security and Auxiliary programs and services (bookstore, food service, etc.)
- Make effective presentations to the Board of Trustees, college constituencies, and outside agencies, organizations, and entities
- Identify and respond to sensitive organizational issues, concerns and needs
- Analyze and interpret relevant laws and regulations, and effect policies and procedures to ensure compliance in the areas of assigned administrative responsibilities
- Prepare and administer large and complex budgets
- Develop and lead master planning processes and master plan implementations relating to facilities, operations/maintenance and technology
- Work effectively with individuals and groups from diverse backgrounds
- Incorporate sustainability principles and practices into assigned administrative programs and services
- Plan and manage effectively using collaborative processes within a Participatory governance environment
- Gather and analyze complex data and develop conclusions and recommendations

## Job Description

- Prepare clear and concise administrative and financial reports
- Understand and effectively implement human resources concepts and practices including those which require a high degree of tact and discretion
- Develop cooperative and productive working relationships with members of the community, business, government and educational entities

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with travel to different sites and locations.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**Employment Type:** Contract/Executive Management

**Bargaining Unit:** None

**FLSA Status:** Exempt from Overtime

**Health/Safety:** Classification III, Blood-borne Pathogens Exposure Control