



West Valley - Mission

Community College District

CLASS SPECIFICATION

VICE PRESIDENT, ADMINISTRATIVE SERVICES

Academic Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 30

DEFINITION

To provide leadership and to plan, organize, direct, and review the activities and operations of the administrative services division including fiscal, facilities, communication, and printing services; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to the President.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the President.

Exercises direct supervision over assigned management, supervisory, professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement division goals and objectives; recommend and administer policies and procedures.

Coordinate division activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the President and Chancellor; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the division's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the administrative services budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures.

Select, train, motivate and evaluate staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the division.

Plan, organize, coordinate, review, and evaluate the college's budget development and maintenance functions.

Review reports related to the financial resources of assigned programs and services; assure that resources are allocated efficiently and effectively; review compliance reporting to funding sources.

Coordinate and facilitate facilities construction and modification projects.
Supervise and administer licensed use of college facilities on a rental basis.

Serve as a member of the president's leadership team; establish and achieve institutional goals in accordance with the college's educational and facilities master plan; ensure that development of short and long-term plans for all instructional programs and services occur in concert with the college's overall direction and priority.

Represent the division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of accountancy, budget development and maintenance, and agency fund accounting.

Principles and practices of facilities management and operation.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent local, state and federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration, and personnel management.

Principles and practices of budget preparation and administration.

Principles and practices of participatory governance and effective practices of adult teaching and learning.

Ability to:

Plan, direct and control the administration and operations of the administrative services division.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare and administer division budgets.

Develop and implement division policies and procedures.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply district and division policies, procedures, rules and regulations.

Supervise, train and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience in finance and budgeting in an academic environment, including two years of administrative and management responsibility.

Education:

Equivalent to a Master's degree from an accredited college or university with major course work in business administration, public administration, or a related field.

EEO Category: Executive/Administrative/Managerial

Date Approved: July 1, 2016