

**ASSISTANT SUPERINTENDENT/VICE PRESIDENT, ADMINISTRATIVE SERVICES**

| **Reports to:**  | Superintendent/President |  |  |
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| **Dept:** | Office of the Superintendent/President |  |  |
| **FLSA:** | Exempt | **EEO:** |  Executive/Administrative/Managerial |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

The Assistant Superintendent/Vice President, Administrative Services (ASVPAS) is responsible for developing and executing administrative services strategy in support of the overall plan and strategic direction of the district, specifically in the areas of financial services, accounting, investments, payroll, budgeting, cashiering, contracting, purchasing, material management, capital construction and facilities/infrastructure planning and maintenance. The ASVPAS functions as a strategic administrative services advisor, and articulates administrative services needs to the executive management team and the Board of Trustees regarding key organizational and management issues, programs, policies and procedures, and provides guidance on managing complex matters. The ASVPAS may serve as the Superintendent/President’s designee of the district in the absence of the Superintendent/President.

The ASVPAS shares diversity, equity, and inclusion leadership responsibilities with other campus leaders.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

**Management**

1. Provides diversity, equity, and inclusion leadership in staff achievement and success, leadership development, nondiscrimination, procurement/supplier diversity, strategic planning and accountability.
2. Develops, implements, and manages the strategic direction required to achieve organizational success in support of the district’s mission, strategic plans, goals and objectives.
3. Plans, develops, organizes, implements, directs, and evaluates the practices, initiatives and performance of the fiscal services, facilities, and purchasing and materials management departments that allows the district to meet its administrative services needs, close critical gaps in competencies, and create and drive organizational effectiveness.
4. Develops, implements, and enforces administrative services-related policies and procedures.
5. Measures long- and short-term effectiveness and growth of administrative services people and processes; implements necessary organizational change initiatives.
6. Manages the use of existing, new, and emerging technologies to support the administrative services division.

**Fiscal Services**

1. Oversees and directs the development and management of the college and the administrative services division budgets and other financial measures.
2. Oversees and directs the cash management and investment of district funds.
3. Oversees and directs the development and management of internal controls to ensure long-term district financial health and stability.

**Capital Construction and Facilities Maintenance**

1. Analyzes and develops capital and maintenance program proposals.
2. Oversees the coordination of building space layout and facility expansions.
3. Directs, participates in, coordinates, and administers the district’s capital and maintenance budgets.
4. Plans and directs a broad range of operational, construction, and maintenance activities/programs to sustain the district's infrastructure and support the delivery of services to students, staff, and faculty.

**Purchasing and Materials Management**

1. Oversees negotiations with vendors for the purchase of all materials, supplies, equipment, and services used by the district.
2. Oversees and participates in the bidding and awarding of contracts.
3. Oversees and directs the district’s mail services, shipping and receiving, distribution and courier services, warehouse operations, central stores, records management, fixed asset management, surplus disposal program, and hazardous materials program.

**Workplace**

1. Operates in an ethical and sustainable manner; leads administrative services-related activities that promote and support transparency, sustainability, and ethical sound governance practices.
2. Maintains compliance and alignment of administrative services programs and policies with relevant laws and regulations.
3. Leads activities including educating employees on the legality of administrative services-related programs, establishing metrics or other criteria to measure and track compliance, and ensuring organizational systems and processes facilitate the collection, analysis, and reporting of relevant data.

**OTHER DUTIES:**

1. Participates in governance of the college through service on district committees and promotes broad and inclusive input.
2. Establishes positive relationships with community groups and organizations.
3. Participates in appropriate professional and community organizations.
4. Performs related duties as assigned, including representing the Superintendent/President.

### COMPETENCIES:

* Leadership and Navigation
* Business Acumen
* Ethical Practice
* Cultural Awareness
* Relationship Management
* Communication
* Critical Evaluation
* Consultation

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

* District organization, operations, policies, and objectives.
* Budgeting methods and practices.
* Financial recordkeeping procedures and practices.
* Generally Accepted Accounting Principles (GAAP), Budget and Accounting Manual for Cali­fornia Community Colleges, Contracted District Audit Manual for California Community Colleges.
* Principles, practices, and methods of financial services, accounting, investments, payroll, budgeting, cashiering, contracting, purchasing, material management, capital construction, and facilities/infrastructure planning and maintenance.
* Federal, state and local laws, statutes, and regulations applicable to the division of administrative services.
* Principles and practices of effective management and supervision.
* Principles and practices of sound business communication.
* Research methods and analysis techniques.
* Principles and practices of organization and culture change.
* Safety policies and safe work practices applicable to the workplace.

### ABILITY TO:

* Organize, plan, integrate, and direct the broad/diverse activities of a college administrative services organization.
* Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules, and policies.
* Analyze and make sound recommendations on complex issues arising within the assigned division and across the full district organization.
* Work collaboratively with vice presidents, managers and deans; provide expert advice and counsel to develop solutions to complex issues.
* Organize, set priorities, and exercise expert, independent judgment within areas of responsibility.
* Develop and implement budgets, procedures, and controls.
* Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
* Communicate effectively, both orally and in writing.
* Understand, interpret, explain and apply applicable laws, codes, and ordinances.
* Represent the district effectively in dealings with external stakeholders.
* Present proposals and recommendations clearly, logically, and persuasively.
* Operate a computer and use standard business software.
* Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned individuals.
* Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, and disability issues.
* Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

* BA/BS degree from an accredited college or university
* Eight years of progressively responsible related experience

### PREFERRED EDUCATION AND EXPERIENCE:

* BA/BS degree preferably in finance, business administration, construction management, construction engineering, or a related field from an accredited college or university
* MBA or MA/MS degree in finance or a related field from an accredited college or university
* Community college business experience

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

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

Administrative Services staff.

**CONTACTS:**

Governing board members, district administrators, faculty, staff, students, other college and community organizations, elected officials, foundation/community supporters, vendors, contractors, media and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and interruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occa­sional local travel may be requested.