

**PERALTA COMMUNITY COLLEGE DISTRICT – November 2017**

**ACADEMIC MANAGEMENT JOB DESCRIPTION**

**VICE PRESIDENT OF ADMINISTRATIVE SERVICES**

**(Management Salary Range 4)**

**Job Code: 787**

**CLASS PURPOSE**

Under general administrative direction of a College President, serves as a campus Assistant Chief Executive Officer (CEO), overseeing budget development, fiscal operations, fiscal accountability, facilities management, major construction and renovation projects, campus information technology, Central cashiering, bookstore, business office, campus human resources, campus payroll, Campus accounting, custodial, food services, building grounds, maintenance, and other duties as assigned. May serve as the acting College CEO in the absence of the College President.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Serves as an Assistant Chief Executive Officer and Chief Business Officer for a college in the District, overseeing budget development, fiscal operations, fiscal accountability, facilities management, major construction and renovation projects, campus information technology, central cashiering, bookstore, business office, campus human resources, campus payroll, campus accounting, Custodial, food Services, building grounds, maintenance, and other duties as assigned.
- Provides vision and leadership for a diverse, dynamic and innovative community of managers, faculty, staff and students.
- Provides overall leadership in the area of business and administrative services programs, ensuring that the instructional, student, and/or support services programs reflect the educational philosophy and institutional goals of the College and the District.
- Ensures that accreditation standards are met.
- Plans, directs, and oversees the financial, human resources, risk management, and information technology functions of the college.
- Develops, manages, and oversees College's budget and all funds in consultation with the Academic Senate and faculty.
- Allocates or assists in allocation of financial resources to accomplish College educational mission and goals in accordance with established budget processes in consultation with the Academic Senate and faculty.
- Interprets and analyzes pertinent educational and financial laws, legislation, policies, regulations and procedures to determine impact on the College and to formulate compliance and reporting strategies.

**Job Description:** Vice President of Administrative Services

- Develops, recommends and carries out comprehensive policies and programs for managing the College's business and administrative activities in accordance with College and District missions and goals.
- Provides in-service training programs for staff on policies, work methods, materials, customer service, equipment, and Work safety.
- Serves as College Safety Officer; ensures compliance with all pertinent labor laws and collective bargaining agreements.
- Ensures campus safety with students, staff, and the public.
- Oversees the hiring processes and payroll functions for College managers, supervisors, faculty and classified staff.
- Ascertains and meets College and community educational and financial needs by communicating effectively with managers, supervisors, and staff and the Service area Community in consultation with the Academic Senate and faculty.
- Actively participates in and supports College shared governance components and activities and other collaborative processes.
- Assists in the development and maintenance of the assigned college's educational strategic plan.
- Develops and participates in College and District planning processes to assure articulation between financial planning goals and objectives and those of other College and District organizational units.
- Supports a climate that promotes innovation and improved service to students and the community; cooperates with area staff, faculty and other managers to develop processes that are student-friendly and supportive of student success in consultation with the Academic Senate and faculty.
- Manages and participates in the continued evaluation and improvement of assigned College-wide business and administrative programs and services.
- Oversees and coordinates new construction, remodeling, grounds renovation, maintenance, and campus related projects.
- Oversees research and submission of grant applications and proposals to federal, state, foundation and other funding agencies, to augment College resources for educational programs and services in consultation with the Academic Senate and faculty.
- Manages assigned managers, faculty, classified and supervisory staff.
- Assists in the training of assigned managers, supervisory, faculty and classified staff.
- Evaluates assigned managers, supervisors and classified staff.
- Consults with the Academic Senate and faculty on all academic and administrative matters including, but not limited to, processes for institutional planning and budget development.
- Represents the college on College and District-wide committees and taskforces, as well as to community groups, professional organizations, other colleges and K-12 schools.

**Job Description:** Vice President of Administrative Services

- Responds to and seeks resolution of complaints arising from assigned divisions and major program area activities, including participating in the process of collective bargaining contract grievances.
- Employs appropriate techniques and strategies to resolve disputes and to enhance communication and Cooperation among the members of the College and District communities.
- Travels throughout the District in carrying out responsibilities and functions.
- Performs other duties as assigned by the President.

**MINIMUM QUALIFICATIONS**

1. Possession of a Master's Degree from an accredited college or university.
2. One year of formal training, internship or leadership experience reasonably related to the administrator's assignment.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Possession of a Ph.D. or Ed.D. Degree from an accredited college or university.

**KNOWLEDGE & ABILITIES**

Knowledge of:

- Community College budget procedures, finance, accounting, payroll, human resources, information technology, facilities, buildings and grounds, maintenance, construction management, and equipment; the goals of shared governance;
- Principles and practices of administrative organization and management, planning, supervising and evaluating the work of others, employee motivation and training;
- Applicable federal, state, local, District and College laws, rules and regulations, and collective bargaining Contract provisions;
- Complex business level English usage, spelling, grammar and punctuation; modern office tools Such as Computers and printers;
- Typical modern office computer software programs; report and presentation Writing; the relationship and interaction of a community college and the varied communities, Special-interest groups, and public agencies it serves;
- The purposes, goals and philosophy underlying the delivery of education in a community college setting;
- Budget development and management;

**Job Description:** Vice President of Administrative Services

Ability To:

- Independently perform assigned critical and highly complex senior management level duties with an entrepreneurial spirit and with effectiveness, speed and accuracy;
- Successfully manage people, major College-wide programs and initiatives;
- Effectively oversee college change efforts, problem-solving, short and long-term strategic financial planning processes and financial resources;
- Manage personnel resources of a College, including motivating, developing and directing people; communicate effectively both orally and in Writing;
- Use personal computers utilizing typical office software applications, including the Internet;
- Work effectively in a participatory governance environment to accomplish the goals and objectives of the college;
- Communicate effectively and constructively with persons of diverse cultures, language groups, and abilities;
- Establish and maintain effective working relationships with those contacted in the course of work.

**ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

**PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.