



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

VICE PRESIDENT OF ADMINISTRATIVE SERVICES

An Administrative Position
Grade AB – Salary Schedule 20

A. General Statement

Reporting directly to the College President, the Vice President, Administrative Services serves as chief financial administrator for the College and is responsible for the overall design, development, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive College business services program including fiscal services, budget development and management, expenditure control, purchasing liaison and control, cashiering functions, facilities rental, emergency preparedness, mailroom services, switchboard, and contract services. In coordination with District central services, the Vice President shall also be responsible for College maintenance, operations, capital construction and facilities modification, as well as safety and security.

In addition, the Vice President, Administrative Services will assume a primary role in interpreting and analyzing complex budget and financial information and data, including information from the State Chancellor's Office, the Governor's Office and Legislature, and will provide this information to the College community in a clear and informative manner. As a member of President's Cabinet, the Vice President, Administrative Services is also responsible for conceptualizing, developing, recommending, and implementing the College's strategic plan as it relates to College administrative services functions. The Vice President, Administrative Services will fulfill the role of a senior College administrator by participating in long-range and comprehensive planning, and in providing expertise and counsel on ongoing management issues across all administrative units of the College.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Develop, direct, coordinate and supervise the programs, personnel, operations, and activities of all College business services programs and ensure compliance with District policies, Education Code, Title 5, and State and Federal regulations
2. Coordinate the development and preparation of the College's annual operating budgets and provide expenditure and purchasing control

3. Serve as a member of and provide leadership to the College President's senior administrative team in the areas of fiscal and operational issues, strategic planning, college and facilities safety issues, disaster/crisis action planning, and other issues
4. Confer with college administrators and others regarding management issues involving administrative services of the college, including recommendations for new or revised policies and procedures; assure that all administrative services interface effectively and appropriately support the college's educational programs and services
5. Serve as contract administrator for major College commercial contracts
6. Prepare regular financial reports for the College President, College budget committees, and other appropriate groups
7. Serve as a member of the District's budget leadership team and provide expertise in strategic planning, operational planning and program review to facilitate attainment of institutional goals in accordance with its educational master plan and the District's strategic plan in coordination with the leadership of other District entities as appropriate
8. Coordinate with District Facilities Maintenance and Operations regarding the maintenance of College buildings and grounds, and custodial services
9. Coordinate with District Public Safety regarding campus safety and security issues, as well as emergency preparedness (SEMS) and training
10. Direct and supervise the College emergency and disaster preparedness plans and procedures
11. Develop and maintain communications with community agencies, including local police and fire departments having jurisdiction over the College campus, and other agencies providing emergency response services
12. Establish internal and external consensus and bring together divergent groups, building teams, and creating an environment that supports innovation and risk taking
13. Provide oversight for the use and identification of needs for college facilities
14. Administer the College's facilities rental program
15. Organize, coordinate, and facilitate College-level construction planning for new facilities and facilities modifications, and coordinate with District staff and contractors during the construction and/or modification of College facilities
16. Assure all facility project modifications proceed toward established goals and these activities do not conflict with or unnecessarily interrupt college programs and services
17. Direct and supervise all cashiering services for the College and provide full bookkeeping services for the Associated Students
18. Lead or participate in District-wide or college committees, initiatives, teams or ad-hoc groups
19. Serve as College liaison to District and Campus Department of Public Safety
20. Serve as College liaison to District and Campus Auxiliary Services including bookstore, cafeteria, and athletic club operations
21. Analyze situations accurately and adopt effective courses of action, meet schedules, and adhere to multiple deadlines and timelines
22. Perform other duties as assigned.

C. Knowledge, Skills and Abilities

1. Knowledge of principles and practices of California school budgeting, accounting, auditing, and internal cost controls, particularly related to community colleges
2. Knowledge of fund accounting and risk management
3. Skill in complex budget planning, management and analysis
4. Ability to use independent judgment in the interpretation and application of laws, regulations, policies, and procedures
5. Skill in providing creative and innovative leadership in all areas of administrative services

6. Ability to work collaboratively with campus and district-wide administrators, faculty, staff, and constituency groups
7. Knowledge of participatory governance, teambuilding, and collaborative decision-making processes
8. Highly developed analytical and organizational skills
9. Demonstrated skill in effective written and oral communication
10. Skill and ability to work effectively with members of an academic community in a non-adversarial manner
11. Ability to work in a fast-paced, multi-task environment

D. Minimum Requirements

1. Master's degree in Business Administration or a closely related field or a licensed CPA or an acceptable equivalent combination of education and experience
2. One year of formal training, internship, or leadership experience reasonably related to the position.
3. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff

E. Preferred Qualifications

Higher education administrative experience that has included directing the work of others, budget development and management, and all components of a comprehensive administrative services operation

F. Physical/Other Requirements

This classification requires data comparison, analysis and interpretation; conceptualization; oral communication with small and large groups; persuasive communication; negotiation; confrontation; conflict resolution; coordinating work performed by others; tact, sensitivity, patience; flexibility and adaptability; good memory; attention to details; and prioritization in order to perform the essential functions.

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