



## Vice President of Administrative Services

Management Range: 26

Board Approved: 6/20/2019

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*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 within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the direction of the President and in support of a student-centered environment, the Vice President of Administrative Services shall be responsible for planning, organization, implementation, and evaluation of all areas assigned to the Administrative Services unit. Primary responsibilities include: budget development, fiscal operations, fiscal accountability, facilities management, major construction and renovation projects, campus security, student cashiering, bookstore, business office, custodial, food services, grounds, maintenance, and other duties as assigned.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Responsible for the budget development, fiscal operations, audits, and compliance per federal, state and local policies and procedures
2. Provides leadership in a student-centered environment in the areas of custodial, grounds, maintenance operation; enterprise accounts, maintenance service, telephone service, building remodeling, new construction and non-instructional facilities use.
3. Integrally involved in planning and implementation for building renovation and new building construction, working with architects, contractors, and the campus community in the coordination of major facilities projects.
4. Administers the college scheduled maintenance program, the five-year facilities plan, updates space inventory, prepares project planning guides for the new and remodeled college facilities proposals.
5. Provides in-service training programs for staff on policies, work methods, materials, customer service, equipment, and work safety.
6. Coordinates the college safety program, including inspection, reporting, correction of unsafe conditions, management of hazardous materials and the appropriate disposal of hazardous waste; and preparation of the college disaster preparedness plan.
7. Coordinates the college compliance program with the South Coast Air Quality Management District and State/County Environmental Protection Agencies. Prepares the Annual College Business Plan (Business Emergency/Contingency Plan).
8. Supports shared governance through active participation in campus and district committees; works with campus and community groups to resolve problems relating to budget, college facilities and safety issues.
9. Develops proposals and plans for implementation of energy conservation.
10. Supports the District's approved Diversity efforts through participation in the selection, training and evaluation of personnel under the jurisdiction of the Office of Administrative Services.



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11. Plans, prepares, and revises forms and procedures necessary to assure compliance with District accounting and auditing procedures; coordinates with the Vice Chancellor, Fiscal Services and fiscal policy and procedure. Supervises personnel in the Campus Business Office.
12. Supervises staff and provides for annual evaluation consistent with District policies.
13. Supervises the necessary record keeping in respect to sick leave and vacation schedules for all employees under the Office of Administrative services and time sheets for overtime and hourly employees.
14. Insures compliance with District negotiated employee agreements.
15. Maintains liaison with various governmental agencies, faculty, and staff.
16. Maintains communications with Central Service Warehouse Operations and has oversight responsibilities for campus security.
17. Maintains communications with Central Services Warehouse Operations and has oversight responsibilities for campus warehouse staff.
18. Represents the college in the capacity of Vice President of Administrative Services at other schools, professional meetings and public functions.
19. Serves as the American with Disabilities Act coordinator.
20. Attends meetings of the President's Council and Board of Trustees.
21. Insures that all activities of the Physical Plant and Administrative Services are consistent with Federal, State and District policies and regulations.
22. Supervises the physical set-ups for community activities and school affairs as required under the Facilities Management Program.
23. Represents the College in meetings with architects, landscape architects, and/or contractors relating to new construction, remodeling, grounds renovation, or related campus projects, and in meetings with students, staff members of the public concerning college safety issues.
24. Assists District personnel in the preparation of bid packages related to building and grounds; makes recommendations for the award of bids; reviews estimates of costs relating to repairs involving electrical, plumbing, or carpentry work.
25. Assists supervisors in providing orientation and in-service education for new staff.
26. Carries out other duties as assigned by the President.

### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Community college budget procedures and effective management practices.
- Working knowledge of safety requirements for maintenance and operation of College buildings, grounds and equipment.
- Methods, practices, equipment and supplies used in the maintenance, repair and operation of buildings and grounds, construction management, building maintenance or blueprint reading.



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- Federal, state and county regulations pertaining to environmental protection.
- Americans with Disabilities Act.

### **Ability to:**

- Direct, coordinate and supervise all campus activities related to maintenance and operation of the physical plant.
- Communicate effectively orally and in writing.
- Supervise, train, evaluate and maintain open communications with personnel.

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education and Experience:**

- Possession of a Master's degree or equivalent OR a Bachelor's degree plus five years of related experience.
- Two years of direct leadership experience reasonably related to the administrator's administrative assignment.
- A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

### **Desirable Qualifications:**

- A degree with a major or minor in some area of business management, accounting, finance, technology, or related field is preferred.
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## **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; occasionally travel from site to site.

**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 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.