

VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

GENERAL DESCRIPTION OF CLASS

Under direction of the Superintendent/President, the Vice President for Administrative Services (VPAS) is the Chief Business Officer of the District that plans, organizes, coordinates, directs, administers, reviews and evaluates a variety of functions, programs, services and activities which provide technical, legal, contractual and operational direction and support for administrative operations supporting the district including **finance** (budget, accounting, internal and external auditing, payroll, and purchasing), **facilities** (planning, construction, building and equipment maintenance, custodial services, grounds maintenance, warehouse, and transportation), **information systems** (computer hardware, networks, systems, software and maintenance), **auxiliary and contracted services** (food service and bookstore), **business contracts and risk management**, **grants development and management**, and the **CCC Technology Center**.

DISTINGUISHING CHARACTERISTICS: This is a Classified management position at a comprehensive community college district, reporting directly to the Superintendent/President. The Vice President for Administrative Services provides leadership, professional development and supervision for staff involved in the delivery and administration of a comprehensive administrative program. The incumbent works closely with the Superintendent/President to facilitate achievement of goals and objectives consistent with the district's integrated plans and mission and goals, and also formulates, develops and implements administrative programs and services, policies, standards and activities in compliance with a variety of federal, State, local laws, regulations, policies and procedures, and Board of Trustees approved policies.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by 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 class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

1. Provide supervision, vision and leadership for all administrative services support functions, programs, services and activities; formulate, develop and implement administrative support systems, policies, standards and procedures which meet the needs of the district. *
2. Direct the development of short- and long-range plans for assigned district functions in coordination with the leadership and supervision of major district departments. *
3. Communicate closely and comprehensively with the Superintendent/President on all matters within the departments assigned to the VPAS in routine reports, procedural manuals, emails, professional training, development planning for each department, annual goal setting and employee evaluation. *
4. Assure the accurate and timely preparation and submittal of annual district capital and operating budgets; institute and maintain appropriate internal audits and budgetary controls; assure timely and accurate preparation of enrollment and revenue projections and consolidation of all departmental budgets; assure preparation of financial segments of district's short- and long-range plans; assure timely and accurate preparation,

- distribution, review and analysis of a variety of financial reports, statements, projections and records.*
5. Assure proper accounting and auditing of all district funds; assure that contracted services are negotiated, monitored and administered in compliance with legal requirements; assure cost-effective procurement of goods and services within policy guidelines and legal requirements; assure preparation of complex bid specifications and development of award criteria. *
 6. Assure contract compliance; review and revise procurement guidelines as necessary. *
 7. Work toward assuring that all district management and student information systems are integrated and available for use by appropriate personnel to provide optimal information for institutional research, planning, enrollment management, budget, human resources and other district operations.*
 8. Attend and chair district committees, task forces and other meetings; represent the Superintendent/President and the district in the business community and at local, regional or State meetings, workshops and conferences; maintain liaison with appropriate government agencies and professional organizations.*
 9. Attend Board meetings and make oral presentations; serve as a member of the Superintendent/President's Leadership Team; advise Superintendent/President on Board agenda items and management issues, including recommendations for new or revised policies and procedures. Create written policies, create streamlined procedures and research innovative practices as appropriate to meet district objectives.*
 10. Review and evaluate effectiveness of assigned personnel, programs and services; assure development and implementation of corrective action, improvements or additional programs and services as necessary; provide a climate which encourages staff development in formulation of job objectives and provide for staff participation to achieve goals and objectives for assigned services; recommend operational changes to increase efficiency, effectiveness and quality of all district services.*
 11. Assure compliance with a variety of applicable laws, rules, regulations and restrictions related to district operations, financial transactions and expenditure of district funds.*
 12. Work with and assist the Superintendent/President in setting and achieving district goals and objectives, developing and implementing plans and programs which assist the college in meeting the educational needs of the college community, and identifying and obtaining alternative funding for the district. This includes working with the Foundation to develop fiscal reports, assist with procedures and policies, bylaws and fundraising.*
 13. Communicate with district management and personnel to resolve complex issues and respond to questions; provide status reports, analysis, recommendations and information; represent the district to community members, public agencies, contractors and others.*
 14. Review and analyze cost estimates, lease agreements, contracts, grant applications and special reports for legal compliance and financial impact; respond to and act on questions, inquiries, crisis and other situations on behalf of Superintendent/President during Superintendent/President's routine absence from district.*
 15. Maintain current knowledge of new and pending legislation related to State and federal community college district financing, facilities construction and maintenance, public procurement, public safety and other areas of responsibility; recommend legislation which could benefit the district.*
 16. Assist with the general obligation bond and capital project management team in collaboration with the Superintendent/President and other facilities projects as assigned.
 17. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Any combination of education and experience equivalent to: Master's degree in finance, accounting, business or public administration, human resources or other closely related field and six years of increasingly responsible management experience with responsibility for organization wide business operations in budget and finance, technology or facilities management and construction, human resources, or purchasing and contracts, preferably in a highly complex organization. Experience must also have included supervision of staff which included professional level employees.

**Master's Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.*

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Master's degree.
- Current license as a Certified Public Accountant.
- Progressively responsible work experience in education or public sector employment.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- Principles and practices of business/financial management and public administration
- Data analysis and projection techniques
- Purchasing, bidding and other procurement processes
- Business law and contract administration
- Local, State and federal laws governing a community college district
- District organization, operations and objectives
- Principles of training and supervision
- Budget preparation and control
- Programs, services and challenges of higher education
- Trends in academic, vocational, community and contract education
- Local economic conditions and future challenges
- Student enrollment trends and demographic statistics of the community
- Oral and written communication skills
- Current technology in field of management and student information systems
- Interpersonal skills including tact, patience and diplomacy
- Global, multi-cultural issues
- Total Quality Management principles
- Demonstrated supervisory skills
- Professional Development and Leadership skills

- Facilities management
- Contract management and negotiation
- Integrated planning and shared governance

Ability to:

- Communicate effectively with diverse constituencies within and outside the district
- Plan, organize, direct, administer, review and evaluate assigned functions
- Formulate policy and procedure recommendations, which will implement the district's plans and other goals and objectives in accordance with local, State and federal laws and the needs of the college community
- Analyze complex financial, statistical and narrative data and develop appropriate plans and recommendations
- Prepare complex financial budgets, statements and reports, describe them to multiple stakeholders
- Provide timely updates on assigned projects and programs and district finances
- Ensure the integrity of assigned functions, including district budget and accounting systems and information
- Train, supervise and evaluate the performance of assigned personnel
- Communicate effectively both orally and in writing continuously with the Superintendent/President and other stakeholder groups
- Establish and maintain effective and cooperative working relationships with others.
- Interpret, apply and explain district policies and legal regulations and requirements
- Delegate authority and responsibility to subordinates effectively
- Work under ambiguous and changing conditions
- Work with multi-cultural constituents

RELATIONSHIPS WITH OTHERS:

All classifications of faculty, staff, and administration at Butte College; members of the Board of Trustees; attorneys; insurance administrators; executive management and staff from other educational institutions; general public.

SUPERVISION EXERCISED and/or RECEIVED:

Provides direct supervision to managerial staff and confidential personnel.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.