

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: M

SALARY RANGE: VP

CLASS TITLE: VICE PRESIDENT-ADMINISTRATIVE SERVICES

BASIC FUNCTION:

Under the direction of the President & CEO, plan, organize, control and direct College-wide Administrative Services operations and activities including budget, accounting, purchasing, banking, mail services, and payroll; parking and security; bookstore, food services, vending, and satellite stores; risk management, emergency operations center, and insurance; custodial, facilities, warehousing, construction, maintenance and operations, and grounds; information technology/student information system; and event coordination, performing arts center, and presentation services; and coordinate and direct personnel, resources, communications and information to meet College needs and assure smooth, efficient, and cost-effective Administrative Services activities; supervise and evaluate the performance of assigned personnel.

MAJOR DUTIES & RESPONSIBILITIES:

1. Plans, organizes, controls, and directs College-wide Administrative Services operations and activities including budget, accounting, purchasing, banking, mail services, and payroll; parking and security; bookstore, food services, and satellite stores; risk management and insurance; custodial, facilities, warehousing, construction, maintenance and operations, and grounds; and event coordination, performing arts center, and presentation services; information systems infrastructure, network administration, academic technology and support, and telecommunication systems; establish and maintain related timelines and priorities; assure related activities comply with established standards, requirements, internal controls, laws, codes, regulations, ordinances, policies and procedures.
2. Coordinates and directs personnel, resources, communications, and information to meet College needs and assure smooth, efficient, and cost-effective Administrative Services activities; directs the development and implementation of Administrative Services plans, projects, programs, services, systems, strategies, goals, and objectives; directs and controls activities to assure proper and timely resolution of related issues, conflicts and discrepancies.
3. Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; coordinates subordinate work assignments and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements.
4. Directs the development and preparation of the Administrative Services and College budgets to assure proper allocations, funds disbursement, fiscal solvency, and compliance with legal requirements; evaluates and projects annual income and expenditures; controls and authorizes expenditures; monitors College spending to assure compliance with established limitations.
5. Monitors and analyzes Administrative Services operations, activities, and fiscal functions for financial effectiveness and operational efficiency; directs the planning, development, and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Administrative Services operations, activities, and fiscal

functions.

6. Plans, organizes, controls, and directs Fiscal Services operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets, and accounts; directs financial record-keeping, reporting, and auditing functions to assure accurate and timely accounting and reporting of accounts, funds, and budgets; directs and participates in annual internal auditing activities.
7. Coordinates and directs College-wide operations and activities involved in the inspection, cleaning, maintenance, and repair of buildings, facilities, grounds and equipment; identifies construction needs and directs the planning, development, scheduling, design, and implementation of construction and renovation projects to meet the educational and operational needs of the College.
8. Assures adequate resources to meet Facilities Planning and Management and College-wide needs; directs operations and activities involved in the purchasing of College supplies, services, and equipment; directs related bidding and contract administration functions; assures cost-effectiveness and quality of services and products; reviews, analyzes, and provides approval for major contracts.
9. Provides consultation and technical expertise to administrators, personnel, and others concerning Administrative Services operations; responds to inquiries, resolves issues and conflicts, and provides detailed and technical information concerning related laws, codes, standards, requirements, plans, services, accounts, projects, budgets, goals, objectives, rules, regulations, policies, and procedures.
10. Directs the preparation and maintenance of a variety of narrative, financial, and statistical records, files and prepares reports related to Administrative Services programs, facilities, projects, budgets, compliance, services, systems, accounts, funds, financial activity, personnel, and assigned duties; assures mandated reports are submitted to appropriate State or federal agency according to established time lines.
11. Directs Auxiliary Services Corporation operations, activities, and support services including bookstore and food services and related functions (i.e., vending); administers activities to assure and enhance cost-effectiveness, profitability, and quality of related services and products.
12. Provides guidance to the Chief Technology Officer (CTO) in the oversight of Information Technology including information systems infrastructure, network administration, academic technology support, and telecommunication systems.
13. Administers payroll processing functions to assure employees are paid in an accurate and timely manner; directs activities to assure eligible employee receive available vacation and sick leave, and other benefits provided by the College.
14. Plans, organizes, controls, and directs College-wide Risk Management operations, emergency operations center, and activities including insurance, general liability, loss prevention, and Workers' Compensation programs and functions; reviews, analyzes, and provides authorization for insurance claims as appropriate.

15. Coordinates and directs Police and Campus Safety functions to assure the well-being of students, staff, and visitors, including patrol, parking enforcement, investigations, and support services.
16. Directs the functions and activities of the College Technical Services of the Performing Arts Center, Event Services, and Broadcast and Production Services, including production operations, box office and ticketing activities; use of campus facilities for non-instruction events; operational support for broadcast production activities; and replacement and repair of audio-visual, video, and communications equipment used for instructional and operational support by the College.
17. Coordinates the short-term investment of College funds; monitors and analyzes market conditions and economic and financial trends to identify and analyze investment opportunities available to the College; determines optimal type and amount of investments and initiates related transactions; directs the appraisal, control, and sale of College properties.
18. Oversees the acquisition and management of fund sources including General Obligation Bonds, Bond Anticipation Notes, Revenue Bonds, and related revenue vehicles.
19. Provides technical information and assistance to the President & CEO regarding Administrative Services operations, activities, projects, needs, and issues; participates in the formulation and development of policies, procedures, and programs.
20. Communicates with administrators, personnel, and outside organizations to exchange information, coordinates activities and programs, and resolves issues or concerns; directs and participates in the preparation and distribution of Administrative Services correspondence.
21. Operates a variety of office equipment including a computer and assigned software; drives a vehicle to conduct work.
22. Provides administrative leadership for collective bargaining activities as directed; provides technical assistance in the development and negotiation of collective bargaining agreements; maintains confidentiality of sensitive and privileged information.
23. Serves as a member of the President's Cabinet; coordinates, attends, and conducts a variety of meetings, boards, and committees; prepares Board of Trustees agenda items as needed; prepares and delivers oral presentations concerning Administrative Services operations, activities, projects, needs, and issues.
24. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

1. Planning, organization, and direction of College-wide Administrative Services operations and activities including accounting, purchasing, parking and security, banking, bookstore, food service, mail, satellite stores, warehousing, risk management, insurance, payroll, custodial, facilities construction, maintenance and repair functions, campus events, broadcasting and presentation services, and performing arts center.
2. Accounting, budget, and business functions of a College district.
3. General methods, practices, procedures, materials, tools, and equipment used in facility inspection, cleaning, planning, construction, maintenance, and repair activities.

4. Generally accepted accounting and auditing principles, practices, and procedures.
5. Building construction practices and laws governing the construction and renovation of public buildings. Safety, risk management, asset protection, and loss control principles, strategies, and techniques. General principles, methods, practices, and procedures of purchasing and contract administration.
6. Applicable local, State, and federal laws, codes, ordinances, regulations, policies and procedures.
7. College organization, operations, policies, and objectives.
8. Policies and objectives of assigned programs and activities.
9. Principles and practices of administration, supervision, and training.
10. Advanced theory and application of budgetary planning and control in a college system.
11. Oral and written communication skills.
12. Interpersonal skills using tact, patience, and courtesy.
13. Operation of a computer and assigned software.
14. Public relations techniques.

ABILITY TO:

1. Plan, organize, control and direct College-wide Administrative Services operations and activities including accounting, purchasing, parking and security, banking, bookstore, food service, mail, satellite stores, warehousing, risk management, insurance, payroll, custodial facilities construction, maintenance and repair functions, campus events, broadcasting and presentation services, and performing arts center.
2. Coordinate and direct personnel, resources, communications and information to meet College needs and assure smooth, efficient, and cost-effective Administrative Services activities.
3. Supervise and evaluate the performance of assigned personnel.
4. Direct the development and implementation of Administrative Services plans, projects, programs, services, systems, strategies, goals, and objectives.
5. Identify construction needs and direct the planning, development, scheduling, design, and implementation of construction and renovation projects.
6. Provide technical direction in the development and preparation of the general College and other College-wide budgets.
7. Monitor, analyze, and modify policies, procedures, and programs to enhance the financial effectiveness and operational efficiency of Administrative Services operations and activities.
8. Plan, organize, control, and direct College accounting operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets, and accounts.
9. Communicate effectively both orally and in writing.
10. Interpret, apply, and explain rules, regulations, policies, and procedures.
11. Establish and maintain cooperative and effective working relationships with others.
12. Operate a computer and assigned office equipment.
13. Analyze situations accurately and adopt an effective course of action.
14. Meet schedules and time lines.
15. Work independently with little direction.
16. Plan and organize work.
17. Direct the preparation and maintenance of a variety of narrative, financial, and statistical reports, records, and files related to assigned activities.

REQUIRED QUALIFICATIONS:

Equivalent to a Master's degree or higher from a regionally accredited college or university with
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major coursework in a business related field.

Five (5) full-time equivalent years of increasingly responsible fiscal experience or facilities construction and maintenance experience or information technology experience.

Three (3) full-time equivalent years of experience in an administrative capacity.

PREFERRED QUALIFICATIONS:

1. Doctorate degree from a regionally accredited college or university.
2. Five (5) full-time equivalent years of senior-level college administrative experience.

LICENSES AND OTHER REQUIREMENTS:

The incumbent may periodically be required to get to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.