

### Job Description

<b>Title:</b>	Associate Vice President, Administrative Services
<b>Unit:</b>	Management
<b>Range:</b>	23
<b>Committee Review:</b>	3.1.2022
<b>Synopsis:</b>	Revision
<b>Rational</b>	Classification is a complete rewrite and is more directed as direct support to the VP, Admin
<b>Incumbent</b>	Services in campus initiates and projects.
	Vacant

## ASSOCIATE VICE PRESIDENT, ADMINISTRATIVE SERVICES

### DEFINITION

Under administrative direction; plans, organizes, ~~manages~~, and provides administrative direction and oversight for ~~all of assigned operations and support~~ functions and activities of the Fiscal Services Department, including accounting, accounts payable, accounts receivable, student accounts, Payroll, Purchasing, budget preparation and control, audit, and oversight of the Auxiliary ~~Office of Administrative Services~~ Operations; coordinates. **Coordinates** assigned activities ~~programs and services~~ with other College divisions, departments, **officials**, outside agencies, and the public; works closely with the Chief Compliance and College Budget Officer (CCCBO) in the development of policies and procedures related to fiscal operations, and works in coordination to monitor all financial transactions and activity; must be able to foster positive relationships with staff and must utilize team building concepts to establish positive teamwork in the delivery of customer service; collaboration and consultation with the campus community such as users, other division staff, and faculty in division activities that directly affect them is required; fosters. **Fosters** cooperative working relationships among College divisions, departments; and with intergovernmental and regulatory agencies and various public and private groups; ~~provides~~. **Provides** highly responsible and complex professional assistance to the Vice President; ~~of Administrative Services in areas of expertise~~. **and performs related work as required. Directly represent the Vice President when assigned.**

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative **general** direction assigned managerial personnel. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises ~~direct and~~ general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

### CLASS CHARACTERISTICS

This is a Department Head **The Associate Vice President** classification that oversees, directs, and participates in all activities of the Fiscal Services Department, including short- and long-term planning and development; and administration of departmental policies, procedures, and services. This class works in conjunction with the CCOC and provides assistance to the Vice President, **of the Office of Administrative Services/Chief Business Officer** in the development of financial controls and compliance issues. This class ~~position provides direct assistance and support~~ to the Vice President, Administrative Services in a variety of administrative, coordinative **management**, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and College functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities ~~The incumbent is accountable for activities of the department with those of other departments and outside agencies and managing and overseeing the~~ complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines. This class is distinguished from the Vice President, Administrative Services in that the latter is responsible for the overall management of all functions in the Administrative Services Division **Successful performance of the work requires knowledge of public policy and College functions and activities, including the role of an elected Board of Trustees and the ability to develop, oversee, and implement projects and programs in a variety of areas.**

## EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. ~~Assumes full management responsibility for all Fiscal Services Department programs, services, and activities, including accounting, accounts payable, accounts receivable, student accounts, payroll, purchasing, budget preparation and control, and oversight of the Auxiliary Services Operations.~~
2. **Plan, organize, and direct Administrative support functions to assist the Vice President of Administrative Services in planning, development, and implementation of college processes.**
3. **Provides leadership in department-wide planning and program development in accordance with mission, goals, and objectives of the College and department.**
4. **Provides administrative leadership and oversight for assigned areas in Administrative Services; promotes effectiveness, efficiency, cooperation, coordination, and communication among departments and all constituencies within the Administrative Services Division.**
5. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within College policy, appropriate budget, service, and staffing levels.
6. Manages and participates in the development and administration of the department's annual ~~budget~~**budgets and related grants**; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
7. ~~Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.~~
8. ~~Must be able to articulate a vision through positive communication skills both verbally and written to staff, faculty, senior management, and the campus community in general.~~
9. ~~Administers and directs the continual development of systems through effective use of technology in the delivery of services.~~
10. ~~Must work at building relationships with key campus departments and administrators using various means and venues of communication to keep the campus community and fiscal services staff informed of changes, new procedures/systems, etc.~~
11. ~~Identify professional needs of self, managers, and staff and prepare a professional development program for Fiscal Services for approval by the Vice President, Administrative Services/Chief Business Officer; must coach and develop employees individually and collectively in meeting long-term department needs.~~
12. ~~Assess training needs utilizing Fiscal Services staff and managers to assist staff and managers in other divisions to understand and receive training in various areas of Fiscal Services.~~
13. ~~In collaboration with employees and managers, set performance goals and metrics in writing and transform into operating goals and expectations through a written plan.~~
14. Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies, procedures, and internal controls to meet legal requirements and College needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
15. ~~Directs and participates in the development, preparation, review, and analysis of the College's budgets and related documents to ensure proper allocation, fund disbursement, and compliance with legal requirements; evaluates and projects actual income and expenditures to determine budget requirements; controls and authorizes capital spending, contracts, and various other expenditures; monitors spending to ensure compliance with established limitations.~~

- ~~16. Monitors, evaluates, and enhances current fiscal solvency, effectiveness, and efficiency of the College; develops implements, analyzes, and provides technical assistance to administrators concerning fiscal plans, goals, objectives, and strategies; provides technical direction to administrators in ensuring smooth and efficient fiscal and budgetary functions and activities.~~
- ~~17. Establishes the College's central budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls.~~
- ~~18. Acts as the College's Disbursing Officer and has independent access to the Governing Board, President/CEO, and legal counsel with authority to follow advice of legal counsel in determining legal expenditures of the District (E.C. 85266); follows fiscal independence standards; determines availability of funds to cover expenses and ensures adequate documentation exists to substantiate appropriateness and authenticity of financial transactions; oversees and directs the audit function for accounts payable, accounts receivable, and payroll.~~
- ~~19. Ensures compliance with Federal, State, and local government accounting and financial reporting standards and controls.~~
- ~~20. Oversees the fiscal operations and audit of the College's Auxiliary Services.~~
- ~~21. Coordinates and directs financial record keeping, reporting, and related auditing functions to ensure accurate and timely accounting and reporting of College accounts and budgets.~~
- ~~22. Oversees the planning of year-end closing process to ensure deadlines are met.~~
- ~~23. Oversees all financial aspects of the Bond Issuances and Capital Outlay Programs; works with underwriters to prepare the Preliminary Official Statements and presentations to the rating agencies.~~
- ~~24. Oversees cash flow projections to ensure adequate funds are available to meet obligations.~~
- ~~25. Oversees and maintains the payroll and finance applications of the College's enterprise application system.~~
- 26. Oversees and participates in conducting a variety of analytical and operational studies regarding assigned departmental and programmatic activities; prepares timely comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.**
- 27. Participates on committees, task forces, and special assignments. Prepares and delivers oral presentations related to assigned areas if needed.**
- ~~28. Represents the department to other College departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.~~
- ~~29. Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.~~
- ~~30. Participates in and makes presentations to the Board of Trustees and a wide variety of committees, boards, and commissions; performs financial review of matters pertaining to the various committees.~~
- ~~31. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fiscal services as they relate to the area of assignment.~~
- ~~32. Maintains and directs the maintenance of working and official departmental files.~~
- 33. Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns; and provides coaching for performance improvement and development.**
- ~~34. Monitors changes in laws, regulations, and technology that may affect College or departmental operations; implements policy and procedural changes as required.~~
- ~~35. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Administrative Services.~~
- ~~36. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.~~
- ~~37. Serves as the Vice President, Administrative Services in the absence of the administrator as directed.~~

**38. Participates in and makes presentations to the Board of Trustees and a wide variety of committees, boards, and commissions; performs financial review of matters pertaining to the various committees.**

- 39. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed.
- 40. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- 41. ~~Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.~~
- 42. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

~~1. —~~

**2. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.**

- 3. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of management and supervision.
- 4. Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of public agency administration.
- 5. ~~Principles and practices of accounting, public finance administration and budgeting, auditing, and reconciliation.~~
- 6. ~~Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.~~
- 7. Public agency budget development, College-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- 8. Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- 9. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- 10. ~~Modern office practices, methods, and computer equipment and applications related to the work.~~
- 11. ~~English usage, grammar, spelling, vocabulary, and punctuation.~~
- 12. ~~Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, and regulatory organizations.~~
- 13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.
- 14. ~~Knowledge of collective~~**Collective** bargaining in higher education and creating an environment of trust and respect among managers and staff.
- 15. ~~Knowledge of human~~**Human** relations concepts, skills, and change management concepts to improve employee performance through communication, team building, and conflict resolution.

**~~Thorough understand of technology systems and practices and applications and their use through best practices to improve the delivery of financial information, transactional processing, and to continue simplicity and ease of use of new and/or revised systems.~~**

## **~~Skills & Abilities to:~~**

## **Skills and Abilities to:**

1. **Oversee and address gaps in diversity, equity, inclusion and anti-racism in recruitment and retention of staff.**
2. **Articulate and communicate the college's vision and commitment to creating equity, diversity, inclusion and anti-racism academic and work environment.**
3. **Create and execute resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist academic and work environment.**
4. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
5. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
6. ~~Provide administrative and professional leadership and direction for the department utilizing human relations and change management concepts.~~
7. Must be able to keep a professional balance of mandated requirements and employee needs in a complex and demanding environment that is deadline and compliance oriented along with complying with various collective bargaining contracts.
8. Must be able to develop a system of communication internally and externally to keep employees apprised of changes and a forum for collaboration.
9. ~~Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.~~
10. Interpret, apply, explain, and ensure compliance with applicable ~~Federal~~**federal**, State, and local policies, procedures, laws, and regulations.
11. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
12. ~~Select, motivate, and evaluate the work of staff and train staff in work procedures.~~
13. ~~Research, analyze, and evaluate new service delivery methods, procedures, and techniques.~~
14. ~~Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of Fiscal Services programs and administrative activities.~~
15. Conduct effective negotiations and effectively represent the College and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
16. ~~Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.~~
17. ~~Establish and maintain a variety of filing, record keeping, and tracking systems.~~
18. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
19. ~~Operate modern office equipment including computer equipment and specialized software applications programs.~~
20. **Use English**Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.****
21. **Communicate** effectively ~~to communicate in person, over the telephone, and in writing.~~ **through various modalities.**
22. ~~Understand scope of authority in making independent decisions.~~
23. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures, ~~and prior to making changes communicate and establish a venue or venues to receive input from customers.~~

24. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

~~Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:~~

~~Equivalent to graduation~~ **Master's degree** from a regionally accredited four-year college or university, with major coursework **preferably in accounting, business administration, public administration, finance, economics or a related field and five (5) three (3) full time years of increasingly responsible management and/or administrative experience.**

### **Desirable Qualifications:**

1. **Management** experience in finance and accounting **an educational environment.**
2. **Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a Fiscal Services Department. Master's degree minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution; OR**
3. **Proven track record of participating in finance, accounting, organizational development, or related field preferred programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.**

### **Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### **PHYSICAL DEMANDS**

Must ~~possess mobility~~ **be able** to work in a standard office setting and use standard office equipment, including a computer **technological devices**; to ~~operate a motor vehicle, and to visit~~ **communicate with individuals at** various College and meeting sites; ~~vision to read printed~~ **the ability to understand and comprehend written and electronic** materials and a computer screen; and ~~hearing~~ **the ability to receive, review, and speech respond** to ~~communicate~~ **communications** in person, before groups, and over the telephone. **and through various media.** This is primarily a sedentary office classification, although ~~standing and walking~~ **movement** between work areas may be required. ~~Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.~~ Positions in this classification occasionally ~~bend, stoop, kneel,~~ **may need to physically** reach, push, and pull drawers open and closed to retrieve and file information. ~~Employees~~ **Incumbents** must possess the ability to lift, carry, push, and pull materials and objects ~~weighing up to 20 pounds.~~

### **ENVIRONMENTAL ELEMENTS**

**Employees**

**Incumbents** work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. ~~Employees~~ **Incumbents** may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.