

**Job Description(s) for President's Cabinet Review**

<b>Job Description</b>	
<b>Title:</b>	Associate Vice President, Administrative Services
<b>Unit:</b>	Executive Management
<b>Range:</b>	EM-2
<b>Synopsis:</b>	Modified
<b>Rationale:</b>	The scope of the College's financial operations and compliance requirements has grown significantly, and the Associate Vice President, Administrative Services job description must be revised to reflect that change. Recommended changes reflect the increasing fiscal, regulatory, and budgetary responsibilities required to support Mt. San Antonio College's operational needs and long-range financial stability. The Vice President, Administrative Services, retains ultimate fiscal authority and accountability, but these revisions clarify executive oversight responsibilities that support the VP's role, especially given the scale and complexity of Mt. SAC's fiscal operations.
<b>Incumbent:</b>	To be recruited
<b>Approved?</b>	

*Martha Stone*  
\_\_\_\_\_  
President's Signature

January 20, 2026  
\_\_\_\_\_  
Date

Comments:

**ASSOCIATE VICE PRESIDENT, ADMINISTRATIVE SERVICES**  
**FLSA EXEMPT – EM-2**  
**\$20,585.00 - \$22,141.00/month**

**DEFINITION**

Under administrative direction, plans, organizes, and provides administrative direction and oversight of assigned operations and support functions of the division of Administrative Services, **including accountability for the College's financial operations.** Coordinates assigned programs and services with other College divisions, departments, officials, outside agencies, and the public. ~~Fosters cooperative working relationships among College departments and with various public and private groups.~~ **Provides executive oversight and coordination of all College financial operations, including accounting, budget development, forecasting, financial reporting, grant and categorical fund management, apportionment submissions, and student financial aid cash flow. Ensures strong internal controls to safeguard College assets, prevent fraud, and maintain fiscal accountability. Monitors changes in laws, regulations, and technology that may affect College or departmental operations; implements policy and procedural changes as required.** Provides highly responsible and complex professional assistance to the Vice President of Administrative Services in areas of expertise and performs related work as required. The Associate Vice President, Administrative Services may act as Vice President, Administrative Services in their absence.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Vice President, Administrative Services. Exercises general direction and supervision over management, professional, technical, and administrative support staff through subordinate levels of management and supervision.

**CLASS CHARACTERISTICS**

This **position** is a **within the classified** management **administrator** classification that **and** oversees, **directs,** and participates in activities including planning and development and administration of policies, procedures, and services of Administrative Services. This position provides direct assistance and support to the Vice President, Administrative Services in a variety of administrative, management, analytical, and liaison capacities. The incumbent is accountable for managing and overseeing the complex and varied activities and functions of the division. The incumbent is ~~accountable~~ **responsible** for accomplishing ~~departmental~~ **division** planning and operational goals and objectives, and for furthering College goals and objectives within general policy guidelines. **Acts as the College's Disbursing Officer alternate pursuant to Education Code §85266.** 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 FUNCTIONS (Illustrative Only)**

1. Plans, organizes, and directs Administrative Services support functions to assist the Vice President of Administrative Services in planning, development, and implementation of College processes, **services, and operations; serves as the senior official responsible**

**for budget planning, cash management, audit compliance, internal controls, and regulatory financial reporting.**

2. Provides leadership in division-wide planning and program development in accordance with the mission, goals, and objectives of the College and division.
3. Provides administrative leadership, **evaluation**, 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.
4. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and **internal controls**, work standards, **and institutional effectiveness** for the department **division**; establishes, within College policy, appropriate budget, service, and staffing levels; **evaluates and improves service delivery methods, support systems, and internal reporting relationships.**
5. Assists with strategic planning in developing and implementing strategies to support and achieve College goals, vision, and institutional effectiveness.
6. Manages and participates in the development and administration of the division's annual budgets and related grants; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; ~~directs the monitoring of **monitors**~~ and approves expenditures; directs and implements adjustments as necessary.
7. ~~Contributes to the overall quality of the division'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.~~
8. **Leads development of multi-year fiscal scenarios to ensure financial sustainability, enrollment alignment, and institutional resilience; reviews appropriate budgetary and contractual commitments, ensuring prudent and lawful expenditure of College funds; manages treasury cash flow operations, including County Treasury relationships, debt obligations, and investment strategies.**
9. **Implements and monitors the College's all-funds budget and multi-year financial plans; ensures effective preparation for the College's annual financial and bond audits and covenants and proposition regulations.**
10. **In collaboration with the Vice President, Administrative Services, provides strategic oversight for Student Centered Funding Formula (SCFF) revenue maximization, including validation of data submissions, monitoring of performance metrics, and coordination with College leadership to align funding with student success priorities.**
11. **Oversees liability, property, and workers' compensation insurance programs; monitors claim trends; and represents the College in joint-powers insurance authorities.**
12. Oversees and participates in conducting a variety of analytical and operational studies regarding assigned divisional and programmatic activities; prepares timely, comprehensive technical records and reports, **financial analyses, and management information**; identifies alternatives and makes and justifies recommendations.
13. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
14. Implements, enforces, supports, and abides by federal, state, local policies and Board Policies and Administrative Procedures.
15. Maintains, updates, and recommends changes to Board Policies and Administrative Procedures related to scope **areas** of responsibilities and facilitates their approval at all

stages of the process, including Board approval; **monitors changes in laws, regulations, and technology, and implements policy and procedural changes.**

16. Attends required Board meetings and Board Study Sessions.
17. Maintains collaboration with ~~other associate vice presidents~~ **executive management** regarding College-wide matters **and cross-functional initiatives; promotes effective communication and coordination across divisions.**
18. Represents division vice president in meetings, events, and committees as assigned.
19. **Serves as financial advisor to the Vice President, Administrative Services; prepares and presents complex financial reports and fiscal strategies to nonfinancial audiences to support informed decision making.**
20. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
21. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
22. Participates ~~on~~ **in** and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings, **and DEISAA related trainings** as required.
23. 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.
24. 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.
25. ~~Monitors changes in laws, regulations, and technology that may affect College or departmental operations; implements policy and procedural changes as required.~~
26. **Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.**
27. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Administrative Services.
28. 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.
29. Performs other related duties as assigned consistent with the scope of the position.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Administrative principles and practices, goal setting and strategic planning, monitoring, measuring, and reporting of goals, objectives, and outcomes.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
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. **Structure and requirements of California Community Colleges' finance, including apportionment, categorical funding, bond and capital outlay, and SCFF structure.**
6. **Governmental accounting, cash flow, and financial forecasting models.**
7. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
8. Public agency budget development **and finance**, College-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
9. **Effective labor relations with a focus on informal and formal dispute resolution strategies; negotiation techniques and public sector** ~~Collective bargaining in higher education and creating an environment of trust and respect among managers and staff~~ **processes.**
10. Human relations concepts, skills, and change management concepts to improve employee performance through communication, team building, and conflict resolution.
11. Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
12. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
13. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
14. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, **levels** and ethnic groups.
15. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

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

1. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
2. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
3. Identify, develop, and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
4. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
5. **Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.**
6. Analyze situations accurately and adopt an effective course of action; plan, prioritize, and organize work; meet schedules and timelines.
7. Make sound, ethical, and independent decisions within legal and general policy and regulatory guidelines.
8. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.

9. 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.
10. 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.
11. ~~Must be able to develop a system of communication internally and externally to keep employees apprised of changes and a forum for collaboration.~~
12. Conduct complex research **and financial analysis** projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff **and financial** reports.
13. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
14. ~~Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.~~
15. 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.
16. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Communicate effectively through various modalities.
18. **Establish and maintain a variety of filing, record-keeping, and tracking systems.**
19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### Education and Experience:

1. Master's degree from a regionally or nationally accredited four-year college or university, with major coursework preferably in business administration, public administration, finance, **accounting**, economics, or related field; and
2. Three (3) **full-time equivalent** years of increasingly responsible **director-level or higher** management experience **overseeing and administering finance, business, auditing, or related support operations**, including supervisory experience.

### Desirable Qualifications:

1. ~~Management experience in an educational environment~~ **Possession of a Certified Public Accountant (CPA) license.**
2. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, **and accessibility**, preferably in a ~~minority serving institution such as an institutions that serves~~ **minoritized populations such as Hispanic Serving Institutions (HSI); and Asian American, and Native American Pacific Islander-Serving Institutions (AANAPISI) students; OR**
3. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, **and accessibility**, preferably in a ~~minority serving institution such as an institutions that serves~~ **minoritized populations such as Hispanic Serving Institutions (HSI); and Asian American, and Native American Pacific Islander-Serving Institutions (AANAPISI) students.**

## **Licenses and Certifications:**

~~Possession of, or ability to obtain, a valid California Driver's License by time of appointment~~  
**None.**

## **PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification, although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects **weighing** up to 20 pounds.

## **ENVIRONMENTAL ELEMENTS**

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

**DIRECTOR, DEAF AND HARD OF HEARING SERVICES**  
**FLSA EXEMPT – M-13**  
**\$12,153.00 - \$14,088.00/month**

**DEFINITION**

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Deaf and Hard of Hearing Services (DHHS) Program. Additionally, provides leadership for the DHH Cultural Center; oversight of sign language interpreting and Computer Assisted Real-Time Translation (CART) services; manages the effective use of College and program resources to improve organizational productivity and customer service; provides highly complex and responsible support in areas of expertise.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial personnel. Exercises direct and general supervision over professional, technical, and administrative support staff.

**CLASS CHARACTERISTICS**

This **position** is a ~~Director~~ **within the classified administrator** classification that **and** oversees, directs, and participates in all activities of the DHHS Program. This job classification level provides assistance in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of the Deaf and hard of hearing community culture and language, education policy, and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the 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.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, priorities, and work standards for the program; establishes, within College policy, appropriate budget, service, and staffing levels; recommends and administers policies and procedures.
2. Assumes full management responsibility for all DHHS programs, services, and activities, including assessing communication needs and service provision for Deaf and hard of hearing students; coordinates and reviews the work of staff performing difficult and complex professional, technical, and administrative support.
3. Determines compatibility of service providers with student needs and class requirements and assists ~~Coordinator, Deaf and Hard of Hearing~~ **staff** with assignments, as needed; makes necessary adjustments to assignments throughout **the** semester, as needed; oversees and assists with the planning of interpreter and captioner schedules.
4. Manages and participates in the development and administration of the department's budget, **including** additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures and adjustments, as necessary.

5. Contributes to the overall quality of the department's services by developing, reviewing, and implementing policies and procedures 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.
6. Selects, trains, motivates, and directs assigned department personnel; evaluates and reviews work for acceptability and conformance with departmental standards, including program and project priorities and performance evaluations; works with employees on performance issues.
7. Implements discipline and termination procedures; responds to staff questions and concerns.
8. Observes interpreters, captioners, and interns in the classroom to provide feedback and guidance on skills development needs; facilitates interpreter skills development workshops; performs skills evaluations for interpreters within the College's formal evaluation system.
9. Plans, develops, organizes, and oversees the interpreter internship program; selects interns for the program; facilitates mentoring and coaching throughout the semester; collaborates with Lead Interpreters in providing guidance to interns; evaluates interns at the end of the program to determine whether they can be used as regular interpreters for College purposes.
10. Develops student contracts for services; ensures student compliance with terms and conditions; presents students with warnings and/or suspends services if warranted.
11. Coordinates services with other College programs, departments, and divisions and with outside agencies; effectively represents the College and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
12. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
13. Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action; responds to students' and parents' issues and concerns regarding the provision of DHH services.
14. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
15. Oversees, leads, and provides **high-level quality** customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
16. Utilizes critical thinking, **sound** decision-making, and problem-solving skills with tact, confidence, and diplomacy.
17. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
18. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
19. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
20. Performs other related duties as assigned **consistent with the scope of the position.**

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a DEISAA **diverse, equitable, inclusive, socially just, anti-racist, and accessible** academic and work environment.
2. Deaf culture, including values and language, as well as general issues in the profession and community.
3. Language acquisition process for Deaf and hard of hearing individuals, including the challenges pertaining to educating individuals with language deprivation.
4. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
5. Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
6. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
7. The professional responsibilities of American Sign Language (ASL) interpreting and issues and trends within the ASL interpreting profession.
8. Current trends, developments, and resources in the field of interpreting and CART services; teaching ASL and a wide variety of communication and interpreting techniques.
9. Resources available to sign language interpreters and captioners in order to improve knowledge.
10. Community organizations that support and advocate for Deaf and hard of hearing individuals at the state and national level.
11. Working knowledge of the Americans with Disabilities Act (ADA) and guidelines for Title 5 **Disabled Students Programs and Services (DSPS) Regulations**.
12. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, ~~including Family Educational Rights and Privacy Act (FERPA) and ADA.~~
13. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned department.
14. Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
15. Modern office practices, methods, and computer equipment and applications related to the **work scope of responsibility**.
16. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
17. Techniques for providing a high level of customer service by effectively ~~dealing~~ **interacting** with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socioeconomic, **levels** and ethnic groups.

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

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA **diverse, equitable, inclusive, socially just, anti-racist, and accessible** academic and work environment.
2. Oversee and address gaps in DEISAA **diverse, equitable, inclusive, socially just, anti-racist, and accessible** in the recruitment and retention of faculty, **management**, and staff.

3. **Exercise** ~~C~~critical thinking and decision-making through observing, analyzing, inferring, communicating, and **sound** problem-solving in challenging situations with **ethics**, tact, confidence, and diplomacy.
4. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
5. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
6. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
7. **Establish and maintain a variety of filing, record-keeping, and tracking systems.**
8. **Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.**
9. **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.**
10. **Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.**
11. Communicate effectively through various modalities.
12. Learns and applies ~~y~~ emerging technologies as necessary, to perform duties in an efficient, organized, and timely manner.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.
14. **Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.**

### **Education and Experience:**

1. Equivalent to graduation **a bachelor's degree** from a regionally **or nationally** accredited four-year college or university with major coursework in interpreting, Deaf studies, social services, or a related field; and
2. Three (3) full-time equivalent years of progressive management **coordination and/or leadership** experience **gained through overseeing and guiding others in various settings to achieve organizational objectives** for a program that serves the Deaf and hard of hearing community.
3. Must be fluent in ASL.

### **Desirable Qualifications:**

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

### **Licenses and Certifications:**

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

None.

### PHYSICAL DEMANDS

Must possess mobility to work in an office setting and use standard office equipment, including a computer technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is partially a sedentary office classification although traversing movement between work areas is required. Finger, manual, and upper body dexterity is needed to interpret and communicate in sign language, access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally may need to physically bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

### ENVIRONMENTAL ELEMENTS

Incumbents primarily work in an office or classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasionally, employees may work in the field and be exposed to cold and hot temperatures, inclement weather conditions, and potentially hazardous chemical or physical substances in a classroom setting. Incumbents may interact with staff, students, and/or the public and private representatives in interpreting and enforcing departmental policies and procedures.

**MANAGER, CONTINUING EDUCATION ACCREDITATION AND PLANNING**  
**FLSA EXEMPT – M-13**  
**\$12,153.00 - \$14,088.00/month**

**DEFINITION**

Under administrative direction, the Manager, Continuing Education Accreditation and Planning will plan, organize, and manage activities involved in planning, program review, and accreditation; implement, coordinate, and direct projects, personnel, resources, and communications to meet College needs; serves as the primary resource for interpreting new requirements and updating School of Continuing Education (SCE) accreditation procedures.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial personnel. Exercises direct and general supervision over staff.

**CLASS CHARACTERISTICS**

This position is within the classified administrator classification, which plans, organizes, manages, provides direction and oversight, and participates in all operations, activities, and services of the program or department. The incumbent is responsible for participating in organizing and performing highly responsible professional duties in support of College planning, program review, accreditation, and institutional effectiveness processes, as well as student learning outcomes, assessment cycles, the College's integrated planning cycle, and other programs/initiatives. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities, providing professional-level support to assigned managerial personnel in various areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental tasks.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Manages and provides college-level leadership and coordination for School of Continuing Education (SCE) planning and Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) accreditation activities, ensuring alignment, integration, and effective communication with ACCJC standards and the College's institutional accreditation processes.
2. Provides leadership as the SCE liaison to lead, coordinate, and evaluate the implementation of Mt. SAC comprehensive strategic plans and objectives, such as California Community Colleges Vision 2030 and SCE 2035.
3. Serves as a key spokesperson for SCE planning, program review, and WASC and ACCJC accreditation objectives, ensuring clarity, consistency, alignment, and engagement across all college constituencies.
4. Organizes, facilitates, and leads SCE Division and program-level accreditation workgroups consisting of faculty, managers, and classified employees in the completion of the WASC self-study and Mid-Cycle Report.
5. Organizes and leads all preparatory activities for the ACS WASC Visiting Team, including coordination of the required visits and virtual Mid-Cycle review, to support institutional readiness for assessment and accreditation status determination.
6. Leads and coordinates SCE ACS WASC activities to support alignment with Accrediting

Commission for Community and Junior Colleges (ACCJC) accreditation processes and ensures consistency in documentation and timelines.

7. Oversees and ensures preparation, completion, and submission of required files and reports to the College and to reporting agencies.
8. Oversees and ensures coordinated implementation of the 6-year SCE WASC Action Plan throughout the division, maintaining accountability for timelines, compliance, and reporting.
9. Provides training and guidance to management, faculty, and staff on accreditation requirements, processes, and documentation to ensure consistent implementation, compliance, and alignment with division planning and program review cycles.
10. Coordinates division engagement in the College Program Review process by ensuring program analysis of validated learning outcomes and performance data guide program review and improvement efforts and resource requests.
11. Ensures program review findings are integrated into WASC accreditation processes, including the Self-Study, Action Plans, and Mid-Cycle Reports.
12. Reviews and verifies, in partnership with management, the accuracy of annual Student Learning Outcomes (SLO) and Program Learning Outcomes (PLO) reporting, as well as Career Development and College Preparation (CDCP) data, to ensure compliance with required Management Information Systems (MIS) reporting standards.
13. Coordinates and ensures alignment among state, federal, and College plans so that goals, objectives, and metrics reinforce one another and effectively guide program assessment, evaluation, and continuous improvement; organizes and facilitates group processes, leads meetings, and builds consensus across divisions and departments, such as Division-wide advisory meetings as required by ACS-WASC.
14. Assists with the selection, training, motivation, and direction of department-assigned 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 procedures; responds to staff questions and concerns.
15. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
16. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
17. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
18. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
19. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees mandated trainings, and DEISAA related trainings as required.
20. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
21. Performs related duties as assigned consistent with the scope of the position.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.

3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. Accreditation standards, principles, policies, and processes for postsecondary institutions, including ACS WASC and ACCJC frameworks.
5. Adult education program structures, noncredit and community services regulations, and implementation practices.
6. Methods and techniques for collecting, analyzing, and reporting data to meet state, federal, and accrediting agency requirements.
7. Research-based strategies that support student retention, program quality, and institutional effectiveness.
8. Performance indicators, metrics, and evaluation methodologies used to assess program outcomes and institutional impact.
9. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
11. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

**Skills & Abilities to:**

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
5. Analyze qualitative and quantitative data to support planning, reporting, program review, and accreditation requirements.
6. Establish and maintain a variety of filing, record-keeping, and tracking systems.
7. 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.
8. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
9. Communicate effectively through various modalities.
10. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

1. Equivalent to a bachelor's degree from a regionally or nationally accredited college or university; and
2. Three (3) full-time equivalent years of administrative or leadership experience in higher education, including at least two (2) full-time equivalent years of technical writing experience and/or experience in planning, organizing, and supporting a formal accreditation process, student learning outcomes, and/or integrated planning processes.

**Desirable Qualifications:**

1. Master's degree from a regionally or nationally accredited college or university.
2. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
3. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

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

**MANAGER, CONTRACTS**  
**FLSA EXEMPT – M-9**  
**\$9,966.00 - \$11,553.00/month**

**DEFINITION**

Under administrative direction, the Manager, Contracts plans, coordinates, and manages College-wide contract development, negotiation, execution, and administration for Mt. San Antonio College. The position provides advanced professional expertise in public-sector contracting and serves as the College's central resource for contract compliance, risk mitigation, and adherence to applicable federal, state, and local laws. The incumbent performs highly complex work involving construction contracts, professional services agreements, memoranda of understanding, instructional and clinical agreements, and other specialized contracts. The position exercises independent judgment and discretion and works collaboratively with college leadership, legal counsel, Purchasing, Facilities Planning, Risk Management, and program administrators to ensure contracts support institutional priorities while protecting the College's legal and financial interests.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial personnel. Exercises general direction and supervision over assigned professional, technical, and administrative support staff through subordinate levels of management and supervision.

**CLASS CHARACTERISTICS**

This position is within the classified administrator classification and oversees the full contract lifecycle in a complex public higher education environment. The position requires in-depth knowledge of contract law, public procurement practices, and regulatory compliance, as well as the ability to interpret and apply the California Education Code, Public Contract Code, Government Code, and related statutes. This class provides assistance to management in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Plans, coordinates, and manages the negotiation, preparation, execution, and administration of a wide variety of College contracts, including construction, professional services, instructional services, real estate, and interagency agreements.
2. Reviews and drafts contract terms and conditions to ensure compliance with applicable laws, Board Policies, and Administrative Procedures.
3. Advises campus departments on appropriate contracting methods, requirements, and timelines; serves as a central point of contact for contract-related inquiries across the College.
4. Supports and coordinates with departments across campus, architects, engineers, project managers, financial advisors, bond counsel, and auditors.

5. Investigates and resolves discrepancies, complaints, and disputes by negotiating settlement agreements or by canceling or terminating contracts; assists in resolving claims and performance issues.
6. Coordinates contract review with legal counsel and Risk Management to address liability, insurance, indemnification, and dispute resolution provisions; ensures all contracts comply with federal, state, and local regulations, including the California Education Code and Public Contract Code.
7. Collaborates closely with Purchasing, Facilities Planning and Management, and project managers on contract development for capital construction and facilities-related projects.
8. Develops and prepares bids, reviews bid specifications, participates in bid openings, analyzes and evaluates bids received, and makes recommendations regarding awards and contracts.
9. Provides contract-related analysis and recommendations to executive leadership; prepares and reviews Board agenda items, agreements, and supporting documentation related to contracts.
10. Develops and delivers training and guidance for campus staff on contract processes, compliance requirements, and best practices.
11. Contributes to the development and maintenance of standardized contract templates, procedures, and workflow improvements.
12. Utilizes and supports electronic contract management and Enterprise Resource Planning (ERP) systems; maintains official contract records and ensures accurate tracking and retention.
13. Assists with the selection, training, motivation, and direction of department-assigned 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 procedures; responds to staff questions and concerns.
14. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
15. Serves as a liaison for managers, external consultants, vendors, contractors, and College staff.
16. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
17. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
18. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
19. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees mandated trainings, and DEISAA related trainings as required.
20. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
21. Performs other related duties as assigned consistent with the scope of the position.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.

2. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
3. Principles and practices of public-sector contracting, procurement, insurance requirements, and risk management.
4. Contract law and applicable sections of the California Education Code, Public Contract Code, and Government Code.
5. Construction and professional services contracting practices.
6. Business and public administration principles.
7. Electronic contract management and ERP systems.
8. Principles and practices of contract negotiations and dispute resolution.
9. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
10. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
12. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

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

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
5. Establish and maintain a variety of filing, record-keeping, and tracking systems.
6. 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.
7. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
8. Communicate effectively through various modalities.
9. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
10. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
11. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **Education and Experience:**

1. Equivalent to a bachelor's degree from a regionally or nationally accredited college or

university; and

2. Three (3) full-time equivalent years of progressively responsible professional experience in contract administration, procurement, public administration, or a related field, including one (1) full-time equivalent year of coordination and/or leadership experience.

**Desirable Qualifications:**

1. Equivalent to a bachelor's degree in accounting, finance, business administration, public administration, construction management, law, or a related field.
2. Experience in a public-sector or higher education environment.
3. Experience with construction and capital project contracts.
4. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
5. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification, although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

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

**MANAGER, FINANCE, BOND, AND CAPITAL PROGRAMS**  
**FLSA EXEMPT – M-12**  
**\$11,609.00 - \$13,458.00/month**

The Manager, Finance, Bond, and Capital Programs position will provide dedicated fiscal leadership, oversight, and accountability for Mt. San Antonio College's voter-approved bond programs, including Measure GO and Measure V, as well as related capital financing activities. It will also ensure integrity, transparency, regulatory compliance, and long-term fiscal stewardship of bond-funded capital programs. The position will replace the Assistant Director, Capital Construction Programs (M-13), and better reflects the role's scope and authority.

**DEFINITION**

Under administrative direction, the Manager, Finance, Bond, and Capital Programs provides leadership, advanced professional accounting expertise, and strategic financial oversight for the College's bond-funded capital construction programs. The Manager, Finance, Bond, and Capital Programs is responsible for bond accounting, financial reporting, budgeting, cash flow forecasting, internal controls, compliance with Governmental Accounting Standards Board (GASB) requirements, audit coordination, and fiscal integrity. The incumbent ensures the accuracy, integrity, and transparency of all bond-related financial data across facilities, construction, fixed assets, debt service, and capital investments. This position exercises independent judgment and expert-level analysis in support of College leadership, internal and external auditors, and oversight committees.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial personnel. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision.

**CLASS CHARACTERISTICS**

This position is within the classified administrator classification and is responsible for directing bond accounting and financial operations for multi-year, multi-phase capital improvement programs. The position requires comprehensive knowledge of governmental accounting principles, public construction finance, debt management, and highly technical financial reporting. This class provides assistance to management in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Plans, organizes, and directs advanced-level bond accounting and budgeting functions for all construction, capital, and facilities projects; provides expert fiscal advice to support the College's long-range capital planning efforts.
2. Evaluates the design and effectiveness of internal controls for assigned bond funds and recommends appropriate corrective actions and solutions.

3. Develops and maintains accurate and complete bond financial records, including capital assets, construction expenditures, bond proceeds, and interfund transactions; ensures accounting entries, reconciliations, transfers, and reporting comply with GASB standards, Education Code requirements, and College policies.
4. Prepares and provides comprehensive and specialized bond financial reports and presentations for executive leadership, the Board of Trustees, Citizens' Bond Oversight committees, and state or regulatory agencies.
5. Oversees databases and reporting tools used to track fixed assets, bond liabilities, and capital project activity; develops dashboards, analytical summaries, and financial presentations to support executive decision-making.
6. Oversees year-end closing processes for bond and capital funds, ensuring full reconciliation of accounts, fixed assets, and project budgets.
7. Manages all bond- and construction-related audits, including preparation of documentation, coordination with auditors, response to findings, and implementation of corrective actions.
8. Researches and reports on the impact of proposed laws, regulations, and procedures relating to bonds and finance.
9. Supports the development of multi-year capital and construction budgets, ensuring alignment of funding sources and expenditure plans.
10. Performs advanced financial analysis, including cash flow forecasting, debt repayment schedules, and long-term bond program planning.
11. Coordinates and collaborates with Facilities Planning, project management staff, and other departments to monitor project spending, budget variances, and capital commitments.
12. Manages Enterprise Resource Planning (ERP) and accounting system functionality related to bond accounting; leads system enhancements to improve efficiency, accuracy, and compliance.
13. Leads special projects and initiatives related to capital finance, bond controls, and financial operations modernization.
14. Assists with the selection, training, motivation, and direction of department assigned 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 procedures; responds to staff questions and concerns.
15. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
16. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
17. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
18. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
19. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees mandated trainings, and DEISAA related trainings as required.
20. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
21. Performs other related duties as assigned consistent with the scope of the position.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
5. Bond and construction financial operations, capital budgeting, and fixed asset accounting.
6. Generally Accepted Accounting Principles (GAAP), GASB standards, and public sector accounting practices.
7. Public construction processes, including bidding, payments, and change orders.
8. Financial reporting requirements, audit standards, and internal control systems.
9. ERP systems and financial/accounting software.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
11. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

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

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
5. Establish and maintain a variety of filing, record-keeping, and tracking systems.
6. 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.
7. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
8. Communicate effectively through various modalities.
9. Analyze and prepare detailed, accurate financial reports and statistical reports.
10. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

1. Equivalent to a bachelor's degree from a regionally or nationally accredited college or university in accounting, finance, business administration, public administration, or related field; and
2. Four (4) full-time equivalent years of increasingly responsible experience in accounting, bond or construction accounting, auditing, or public sector finance, including one (1) full-time equivalent year of coordination and/or leadership experience.

**Desirable Qualifications:**

1. Master's degree in accounting, finance, business administration, public administration, or a related field.
2. Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), or equivalent professional certification.
3. Financial management experience in an educational environment.
4. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISIs); OR
5. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification, although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

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

**MANAGER, SUSTAINABILITY**  
**FLSA EXEMPT – M-9**  
**\$9,966.00 - \$11,553.00/month**

**DEFINITION**

Under administrative direction, this position develops, coordinates, implements, and supports campus-wide sustainability, energy management, and climate resilience programs designed to promote sustainable practices, environmental stewardship, and a culture of sustainability across the College. The position collaborates with faculty, staff, students, and external partners to advance institutional sustainability goals; integrates sustainability principles into campus operations, strategic planning, and construction initiatives; and leads resource conservation efforts. The incumbent monitors performance metrics and outcomes, supports sustainability-related committees, communications, and educational programming, and ensures alignment with applicable environmental policies and best practices.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial personnel. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision.

**CLASS CHARACTERISTICS**

This position is within the classified administrator classification and is responsible for managing sustainability-related programs and activities that require independent judgment, organization, and collaboration across multiple campus units. This class provides assistance to management in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Leads development, implementation, and continuous improvement of campus sustainability and climate action plans, including energy conservation, waste reduction, water use, and greenhouse gas emissions tracking.
2. Monitors and evaluates the effectiveness of sustainability programs, documenting performance trends, and recommending modifications to enhance program outcomes; tracks program outcomes and prepares reports and summaries.
3. Ensures compliance with applicable environmental and energy regulations, Board Policies, Administrative Procedures, and climate commitments.
4. Manages campus sustainability ambassador or peer education programs, including recruitment, training, and coordination of student participants and temporary employees.
5. Manages and supports sustainability committees and advisory groups by preparing materials, coordinating meetings, and tracking follow-up actions.
6. Develops, updates, and distributes sustainability education materials and resources; coordinates sustainability communications, including website content, newsletters, social media, and campus publications.

7. Plans, organizes, and supports sustainability-themed events, workshops, trainings, educational tours, and volunteer activities; maintains calendars, metrics, and documentation related to sustainability programs and events.
8. Collaborates with campus departments to identify sustainability needs, share resources, and promote best practices; serves as a point of contact for sustainability-related inquiries and communications.
9. Develops and oversees sustainability program budgets, track expenditures, and pursues external funding or grant opportunities to support sustainability and climate resilience efforts.
10. Assists with the selection, training, motivation, and direction of department assigned 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 procedures; responds to staff questions and concerns.
11. Prepares and presents technical reports, updates, and recommendations to management, President's Cabinet, and Board of Trustees.
12. Develops and implements goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
13. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
14. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
15. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
16. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
17. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees mandated trainings, and DEISAA related trainings as required.
18. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
19. Performs other related duties as assigned consistent with the scope of the position.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. Environmental sustainability principles, climate action planning, energy efficiency, greenhouse gas reporting, and resource conservation.
5. Construction planning processes and the integration of sustainability criteria into project design and review.
6. Sustainability concepts, environmental practices, and higher education sustainability initiatives.
7. Principles, practices, and techniques of research and statistical analysis.

8. Principles and practices of administration, including budget, personnel, and grants management.
9. Principles of community engagement and student development.
10. Principles and practices of marketing, community engagement, and public relations.
11. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

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

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
5. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
6. Establish and maintain a variety of filing, record-keeping, and tracking systems.
7. 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.
8. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
9. Communicate effectively through various modalities.
10. Research, analyze, and prepare clear and concise reports, correspondences, policies, procedures, and other comprehensive written materials.
11. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

1. Equivalent to a bachelor's degree from a regionally or nationally accredited college or university; and
2. Four (4) full-time equivalent years of progressively responsible professional experience related to sustainability, environmental programs, energy management, or solid waste program administration, including one (1) full-time equivalent year of coordination and/or

leadership experience.

**Desirable Qualifications:**

1. Equivalent to a bachelor's degree in environmental science, sustainability, public policy, urban planning, or a closely related field.
2. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
3. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

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

**SENIOR DIRECTOR, FACILITIES PLANNING AND CONSTRUCTION**  
**FLSA EXEMPT – M-19**  
**\$15,437.00 - \$17,723.00/month**

The department was originally overseen by an Executive Director, Facilities Planning and Management, who was responsible for both Facilities Planning and Construction and Maintenance and Operations. As Maintenance and Operations later moved under a separate Senior Director, creating a Senior Director, Facilities Planning and Construction to replace the Executive Director, Facilities Planning and Management (M-22), better reflects the role's scope and authority.

**DEFINITION**

Under administrative direction, plans, organizes, and manages the College's Facilities Planning and Capital Construction Programs, including new construction, renovation, modernization, scheduled maintenance, and bond-funded projects. Oversees development and implementation of the College's Facilities Master Plan, Five-Year Construction Plan, and related State Chancellor's Office submissions; ensures compliance with applicable building codes, public works contracting requirements, Division of the State Architect (DSA) standards, and California Community College facilities regulations. Provides professional expertise and guidance to College leadership on facilities planning, project delivery methods, budgets, schedules, and construction risk management.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial personnel. Exercises general and direct supervision over management, professional, technical, and support staff.

**CLASS CHARACTERISTICS**

This position is within the classified administrator classification that is responsible for the day-to-day leadership of facilities planning, programming, and delivery of capital projects and construction programs, including capital project development, design, bidding, contract administration, and project close-out. The incumbent acts as the primary liaison, collaborating closely with Administrative Services departments, divisions across the campus, and external partners, including architects, engineers, consultants, and contractors. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Plans, programs, oversees, and implements new construction, modernization, and renovation projects consistent with the College's Facilities Master Plan and Educational Master Plan; contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and College needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
2. Coordinates the preparation and updates of the College's Five-Year Construction Plan, Initial Project Proposals (IPPs), Final Project Proposals (FPPs), and related documents required by the California Community Colleges Chancellor's Office and DSA.

3. Oversees space inventory, facility condition assessment data, and use of tools such as FUSION software to support project prioritization, State funding requests, and long-range capital planning.
4. Manages multiple capital projects from conceptual design through construction close-out, including scope definition, schedule development, and budget control; oversees the work of architects, engineers, consultants, and contractors, and coordinates preparation of architectural and engineering designs, specifications, and construction documents.
5. Oversees plan review and approvals with agencies such as DSA, State Fire Marshal, local utilities, and other authorities having jurisdiction; ensures all projects comply with applicable building codes, Americans with Disabilities Act (ADA), fire/life safety requirements, environmental regulations, and California Public Contract Code.
6. Administers construction contracts, including bid review, contract award recommendations, change order review, claims mitigation, and project close-out documentation; resolves disputes through negotiation and contract administration.
7. Assists with planning, budgeting, and reporting for local bond programs, including project lists, expenditure tracking, and reporting to the Citizens' Bond Oversight Committee and Board of Trustees; supports funding strategies for facilities renewal, deferred maintenance, energy conservation, and sustainability initiatives.
8. Coordinates State Capital Outlay and Scheduled Maintenance projects, including development of applications, project monitoring, reimbursement submittals, and compliance with State guidelines.
9. Participates in and provides facilities planning and construction expertise, data, and recommendations in support of participatory governance.
10. Prepares and presents comprehensive technical reports, updates, and recommendations to management, President's Cabinet, and Board of Trustees on project status, budgets, schedules, risk, and emerging facilities needs.
11. Develops and manages Requests for Qualifications (RFQs) and Requests for Proposals (RFPs) for professional services (architects, engineers, construction managers, environmental consultants, inspectors, etc.).
12. Collaborates with Purchasing and legal, supporting bid and award processes for construction and related contracts in compliance with public works bidding laws and College policies.
13. Negotiates and administers professional services contracts, including scope, fees, amendments, and performance expectations.
14. Supports and manages the planning, operations, and implementation of campus sustainability goals and energy management strategies in collaboration with management and other stakeholders.
15. Coordinates facilities-related projects involving hazardous materials abatement, environmental reviews, and regulatory compliance with local, state, and federal agencies.
16. Selects, trains, motivates, and directs the assigned 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 procedures; responds to staff questions and concerns.
17. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
18. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
19. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.

20. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
21. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees mandated trainings, and DEISAA-related trainings as required.
22. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
23. Performs other related duties as assigned consistent with the scope of the position.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. Principles and practices of facilities master planning, capital construction, and long-range facilities renewal in a public or educational environment.
5. California Community Colleges facilities planning standards, State Capital Outlay processes, and Chancellor's Office reporting requirements.
6. Building and fire codes, ADA requirements, DSA processes, public works contracting laws, and related federal, state, and local regulations.
7. Project management principles, including scope, schedule, cost, and quality control for complex, multi-year construction programs.
8. Principles and practices of budget preparation, financial tracking, and reporting for capital and bond projects.
9. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
11. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

### **Skills and Abilities to:**

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. Develop and manage project budgets and schedules; analyze alternatives; and recommend cost-effective solutions.
5. Prepare and deliver clear, concise, and accurate reports, presentations, and

recommendations to varied audiences, including executive leadership and the Board of Trustees.

6. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
7. Establish and maintain a variety of filing, record-keeping, and tracking systems.
8. 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.
9. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
10. Communicate effectively through various modalities.
11. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **Education and Experience:**

1. Equivalent to a bachelor's degree from a regionally or nationally accredited institution in architecture, engineering, construction management, business or public administration, or a related field; and
2. Five (5) full-time equivalent years of increasingly responsible experience in facilities planning, construction management, and/or capital project delivery, including responsibility for project budgeting, scheduling, and coordination with design and construction professionals.
  - a. Additional full-time equivalent years of experience can be substituted for the required education on a year-for-year basis.

#### **Desirable Qualifications:**

1. California licensed Architect or Professional Engineer, and/or Certified Construction Manager (CCM).
2. Experience in a California Community College or similar public sector environment.
3. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as an institution that serves Hispanic (HSI), Asian American, and Native American Pacific Islander (AANAPISI) students, OR
4. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as an institution that serves Hispanic (HSI), Asian American, and Native American Pacific Islander (AANAPISI) students.

#### **Licenses and Certifications:**

The incumbent is required to drive to a variety of locations and attend meetings and conferences (on and off campus). This will require the incumbent to possess and maintain a valid California driver's license and proof of automobile insurance and maintain insurability under the College's vehicle insurance policy.

## **PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification, although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

## **ENVIRONMENTAL ELEMENTS**

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