



**ASSOCIATE VICE PRESIDENT, ADMINISTRATIVE SERVICES**

**DEPARTMENT:** Finance and Administrative Services

**COLLEGE:** Foothill

**SALARY GRADE:** [A2/A3 - K](#)

**POSITION PURPOSE:**

Under the direction of the Vice President, Finance and Administrative Services, the Associate Vice President, Administrative Services is responsible for administrative leadership and supervision of the college's payroll and personnel processing, grants administration, self-sustaining and contracted services, career technical education, contract education, and related areas. The Associate Vice President also supports the Vice President of Finance and Administrative Services in the areas of the College budget, including accounting and financial reporting, audits and other services as assigned.

**NATURE and SCOPE:**

The Associate Vice President, Administrative Services provide administrative leadership and supervision of the administrative support functions and fiscal operations of the college including categorical funding and grants management oversight; facility rentals; bookstore, dining services, concessions, vending, printing services, mailroom, and receiving; contracts, sustainability, emergency preparedness, campus payroll and personnel processing, and career technical education. Administrative funds will support the college and align with the College's mission, vision, and goals while fostering and creating an environment which strives to project and meet college and student needs. Additionally, the Associate Vice President, Administrative Services works closely with the Vice President of Finance and Administration for both long-term planning and daily administration, and interfaces with the District on behalf of the College.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Provides administrative leadership and fiscal oversight and monitoring for categorically funded programs, self-sustaining and contracted services operations, administrative support functions such as mailroom, receiving, and printing services, and related areas. Provides administrative and fiscal oversight of the college's grants. Manages the college's contracts and agreements. Provides leadership for business alliances to achieve the goals of the campus in providing needed college services.
2. Provides administrative leadership and supervision for the non-instructional use of facilities, including drawing contracts and monitoring income and expenses related to rentals. Supervises and coordinates the activities, services, budget, and operation of administrative services including facilities, space planning and allocation, sustainability, and emergency preparedness.
3. Supervises campus personnel and payroll processing of campus faculty. Assures appropriate processing and compliance, recordkeeping, and related responsibilities. Assures implementation of and effective use of related systems.
4. Provides vision and follow-through in meeting the educational needs of the faculty, staff and students through assigned areas of College Operations. Engages in program development consistent with college/district master plan goals. Conducts program review and develops and implements appropriate procedures.
5. Prepares, edits, and justifies budgets for all programs supervised and provides for the internal allocation and regulation of funds through requisitions and internal adjustment of funds.
6. Prepares annual and monthly reports as required and meets all state mandates of the program supervised.

7. Supports, implements and promotes compliance with the District's Diversity and Equal Employment Opportunity Plan in all aspects of employment and education; increase cultural and ethnic diversity in staffing, curriculum, programs and services.
8. Recruits, interviews and recommends candidates with the assistance of staff members. Supervises and evaluates staff including recommendations for promotion, permanent employment, professional recognition, or dismissal. Ensures professional development and training; works collaboratively to build team capacity and competencies.
9. Encourages open communication among peers, staff and students. Actively practices the principles of shared governance. Uses collaborative decision making in College Operations.
10. Represent the College with Federal, State, and Local government entities, legal counsel, the District Office, auditors and the Chancellor's Office of the California Community Colleges.
11. Serve on or chair various College and District committees.
12. Assume additional related administrative and/or fiscal responsibilities as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as California Education Code, Title 5 Regulations, OSHA Regulations, Federal and State Labor laws, District Labor Contract provisions.
2. Strong knowledge of finance and accounting practices with emphasis on college resource management.
3. District Policies and Procedures (including accounting methods and personnel procedures).
4. Information systems, data management and other applicable computer software.
5. Personnel management.
6. Enrollment management as it pertains to State attendance accounting methods and audit.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Support, implement, and promote advancement of the District's equity goals, and Diversity and Equal Opportunity Plan in all aspects of employment.
3. Knowledge of principles and practices of community college business administration, community college finance, automated financial systems, accounting, budgeting, audits and financial operations, Bond management, California Education Code and other regulations related to community colleges.
4. Knowledge of principles and practices of capital project management, construction and facility supervision, and ability to implement complex tasks.
5. Knowledge of contracts management
6. Knowledge of grants management and accounting principles.
7. Ability to create and maintain complex spreadsheets and other financial and accounting reports using applicable software.
8. Ability to relate to and effectively communicate with the community, administrators, faculty, staff, students, and the Board of Trustees.
9. Knowledge of the mission of the California Community Colleges; Federal and California legislation, laws, regulations; processes and shared governance.
10. Ability to cultivate and maintain collegial relationships with those contacted in the course of work, communicate effectively both orally and in writing with the public and the college community and coordinate and facilitate meetings.

11. Ability to provide strategic financial guidance while maintaining transparent and effective systems; supporting the campus community to leverage existing resources and develop new sources of revenue; while leading and modeling a culture of responsiveness and collaboration.
12. Commitment to the highest ethical, professional and personal standards.
13. Proficient as a fair, respectful administrative leader and skilled manager; with proven ability to manage resources, (human, financial and physical), to maximize productivity and assure the highest quality work.
14. Capacity to thrive in an educational environment with a dedication to student success.
15. Highly organized

**Education and Experience:**

1. Master's degree in related area and two (2) to five (5) years of experience in a related area; or equivalent combination of education and experience.
2. One year of formal training, internship, leadership or administrative experience with responsibilities in budget planning and/or fiscal management.

**Preferred Qualifications:**

1. Leadership experience in a California Community College or other educational institution in finance related operations.
2. Experience working with auditors and external agencies.
3. Experience in grants and other categorical fund accounting.
4. Experience in contract management, facilities management, and other administrative support operations.
5. Experience in oversight and communication of budget-related issues to senior management staff.
6. Experience supervising and leading staff.
7. Knowledge of federal, state, and local budget issues, complex accounting and analytical skills, complex spreadsheet development.
8. Knowledge of career technical education.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment; subject to some travel to conduct work and physical activities.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Lifting and carrying objects up to 20 lbs.

Date Approved: October 2016

Ed Code: H-11

Creditable Service: PERS