



ASSOCIATE VICE PRESIDENT, COLLEGE OPERATIONS

DEPARTMENT: Finance and College Operations

COLLEGE: De Anza

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

POSITION PURPOSE:

The Associate Vice President of College Operations provides leadership and vision in the planning, direction, budget development and administration of College Operations in a culturally and ethnically diverse college community. Reporting to the Vice President of Finance and College Operations, the Associate Vice President of College Operations is responsible for the leadership and management of the enterprise, facilities, and operations functions of the college. The position responsibilities include the areas of bookstore, construction, custodial, dining services, facilities, facilities rental, grounds, mailroom and receiving services, printing services and emergency preparedness. These activities are conducted with a focus on campus wide environmental sustainability.

NATURE and SCOPE:

The Associate Vice President of College Operations works closely with the Vice President of Finance and College Operations in both long-range planning and daily administration. The Associate Vice President of College Operations engages in campus planning and program development pertinent to student and community needs and consistent with the college and district master plan goals. The position supports, implements and promotes compliance with the district Diversity and Equal Employment Opportunity Plan. The Associate Vice President of College Operations provides leadership for business alliances to achieve the goals of the campus in providing college services.

This position is responsible for developing department budgets for College Operations programs and determining the allocation of program resources. In addition to planning and directing the activities of stand-alone enterprise operations, the Associate Vice President of College Operations oversees building and grounds maintenance, coordinates the construction and development of facilities, and chairs various participatory governance committees. The Associate Vice President of College Operations ensures adequate security and safety is provided to the campus community via coordination with campus police and maintenance of security systems and ensures that a comprehensive emergency preparedness plan is in effect.

The Associate Vice President of College Operations supervises the Director of the Campus Bookstore, Director of the Campus Center, Director of Printing Services, Manager of Custodial Operations, Grounds Supervisor as well as other classified personnel.

KEY DUTIES and RESPONSIBILITIES:

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

1. Provide leadership and vision in the planning, direction, budget development, administration and evaluation of College Operations in a culturally and ethnically diverse college community.
2. Formulate and implement the College Operations program goals and objectives in accordance with the college and district's master plans.
3. Provide leadership in environmental sustainability practices and ensure sustainability is considered in the planning of campus services, projects and construction.
4. Supervise and coordinate the activities, services, budget, and functions of College Operations, including construction and renovations projects, environmental sustainability, furniture and equipment acquisition, hazardous materials coordination, move management, key management, safety and emergency preparedness, and space planning and

allocation.

5. Oversee budgets for College Operations and provide for the internal allocation and regulation of funds through requisitions and internal adjustment of funds. Monitor all income and expenses related to facilities rentals and mailroom and receiving services.
6. Prepare annual and monthly reports as required and meet all state mandates of the programs supervised.
7. Provide leadership in construction, furniture, fixtures and equipment planning, design, and acquisition; research and provide for quality facilities and equipment for the provision of student services and instruction.
8. Organize and oversee mobilization and move management ensuring minimal disruption to programs, services and instruction.
9. Ensure compliance with the district Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.
10. Serve as advisor to the President, Vice Presidents and District Office on college operations.
11. Review, negotiate and prepare contracts for non-instructional facility use and various college operations functions.
12. Develop and promote staff development opportunities.
13. Encourage open communication among peers, staff and students. Actively practice the principles of participatory governance. Use collaborative decision-making principles.
14. Increase cultural and ethnic diversity in staffing, programs and services.
15. Recruit, interview and recommend candidates with the assistance of staff members. Evaluate staff and make recommendations for promotion, permanent employment, professional recognition, or dismissal.
16. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Mission and goals of community colleges.
2. Education code, labor law, federal and state regulations.
3. Concepts and principles of student learning.
4. Principles and practices of educational organizations and structures.
5. Enterprise operations.
6. Comprehensive understanding of instructional and non-instructional district and college procedures and policies, especially as it pertains to services and facility development and utilization.
7. Familiarity with or ability to become quickly familiar with state, county and federal regulations, laws and guidelines related to construction, health, hazardous materials and facility development and planning.
8. Knowledge of college policies and procedures, state and federal laws affecting campus enterprise, facilities and other comprehensive college operations.
9. Understanding and implementation of shared governance, teambuilding and collaborative decision-making process within and across division/department lines.
10. Principles of leadership and management of a diverse faculty, staff and student body.
11. Principles of employment, supervision and evaluation of employees.
12. Quality principles of trust, teamwork and collaboration.

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. Represent and promote the interests of the division in the administration of the college and the district.
3. Communicate effectively both orally and in writing.
4. Reasoning and Problem solving skills.
5. Public Relations (interpersonal) skills.
6. Management / Supervisory/Leadership skills.
7. Implement the concept of participatory governance.
8. Prioritizing tasks and projects.
9. Strong budget management skills.
10. Creative facilitation of difficult and sensitive issues; conflict resolution skills.
11. Familiarity with commonly used software and communication mediums.

Education and Experience:

1. Master's degree in a related field from an accredited institution
2. Three years administrative experience, formal training, internship or leadership role in operational functions in an educational institution

Preferred Qualifications:

1. Three to five years of progressively responsible administrative experience, formal training, internship or leadership role in one to three areas of campus center services, facilities and construction.
2. Ability to manage complex projects with widely divergent staffing, budget and regulatory knowledge.
3. Strategic and long- range planning skills.
4. Ability to present concepts and plans to engage both campus and surrounding communities.
5. Knowledge of the complex relationship between the college services, instructional, and student services elements of the college.
6. Ability to engage in positive communications and build partnerships with campus and surrounding communities.

WORKING CONDITIONS:**Environment:**

1. Typical office environment.
2. Construction areas as needed for project facilitation.

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. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

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