



VICE PRESIDENT, ADMINISTRATIVE SERVICES

DEPARTMENT: Administrative Services

COLLEGE: De Anza

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

POSITION PURPOSE:

Reporting to the College President, the Vice President of Administrative Services is the chief fiscal officer for the campus and oversees the College's approximately \$100 million budget. Serves as the key liaison with the District on all matters of budget and finance including financial reporting, fiscal policies, regulation administration, audits and other services as assigned. Provides leadership and vision to the College for all phases of financial resource management in alignment with the College's mission, vision, and goals.

NATURE and SCOPE:

Supervises the Director of College Operations and the Director of College Fiscal Services, who have day-to-day oversight and responsibilities for budget, human resources, bond measure(s), facilities, facilities rental, custodial and grounds; and some enterprise programs.

KEY DUTIES and RESPONSIBILITIES:

Include but are not limited to the following duties and responsibilities:

1. Provide leadership and vision in the planning, direction, administration and evaluation of all De Anza College budget development, fiscal services, human resources, facilities, and related college programs and services in a culturally and ethnically diverse college community.
2. Provide management oversight for accounting, finance and administrative office functions, including review and documentation of procedures.
3. Represent the College with Federal, State, and Local government entities, legal counsel, the District Office, auditors
a. and the Chancellor's Office of the California Community Colleges.
4. Develop plans to generate revenue to offset costs and generate net income.
5. Represent the College in all District budget and finance committees and decision-making processes.
6. Oversee the direction and supervision of College Operations including bond measure construction and procurement, facilities, facilities rental, custodial and grounds; and enterprise programs.
7. Provide oversight for campus employment search and selection committees, employee recognition/growth awards, personnel records, and all college financial transactions including grants and contracts.
8. Serve as advisor to the President on campus issues.
9. Provide problem solving, planning, and communication regarding college goals and policy changes.
10. Support, implement, and promote advancement of the college's Diversity and Equal Opportunity Plan in all aspects of employment and education and view Administrative Services as a vehicle for social justice.
11. Chair and serve on various College and District committees, including key budget committees.

12. Develop and promote opportunities for innovation, professional growth and staff development.
13. Promote development and use of improved or new technology in Fiscal Services and College Operations' business processes.
14. Oversee the enforcement of the District's commitment to safety by ensuring that all employees in the Division receive appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required.
15. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. In-depth knowledge of all applicable laws, regulations, guidelines, and contracts, such as California Education Code, Title 5 Regulations, OSHA Regulations, Federal and State Labor laws.
2. Strong knowledge of finance and accounting practices with emphasis on college resource management.
3. Accounting and cash handling procedures.
4. Enterprise operations.
5. Understanding of, or ability to become quickly familiar with, all instructional and non-instructional district and college procedures and policies, especially as they pertain to services and facilities development and utilization.
6. Knowledge of college operations policies and procedures, and state and federal mandates and laws affecting campus enterprise, facilities, and other comprehensive college services operations.
7. Principles of leadership and management of a diverse faculty, staff and student body.
8. Principles of employment, supervision, and evaluation of administrators and support staff.
9. Quality principles of trust, teamwork and collaboration.
10. Principles and practices of educational organizations and structures.
11. College mission, values and strategic initiatives.
12. Concepts and goals of student learning.
13. Understanding and implementation of shared governance, teambuilding and collaborative decision-making process within and across division/department lines.

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. Interpersonal skills including the ability to effectively communicate both orally and in writing with the community, administrators, faculty, staff, students, and the Board of Trustees
3. Strong supervisory and management skills with a proven track record of being a respectful administrative leader and skilled manager.
4. Ability to communicate complex budget and financial proposals and presentations to a diverse audience.
5. Team leadership and decision-making skills.
6. Organizational, conceptual and analytical skills.

Education and Experience:

1. Master's degree, preferably in Business Administration or a related field.
2. Two (2) years of significant experience in managing a wide range of financial matters, budgeting for a complex organization and other experience that demonstrates the ability to function effectively as a senior administrator in a complex, innovative and diverse community college.

Preferred Qualifications:

1. Three (3) to five (5) years progressively responsible financial leadership in the public sector with focused experience in developing fiscal strategies, budget preparation and administration, and capital development in complex public institutions, preferably in education.
2. Business and finance experience in a community college.
3. Additional administrative experience in one or more of the following areas: human resources, college enterprise programs, risk management, health and safety, facilities and construction, instructional programs or academic management.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

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.

Date Approved: March 2005; Revised: April 2014; Revised: March 2018; July 2019; March 2024

Ed Code: H-11

Creditable Service: PERS