



## Office of Human Resources and Equal Opportunity TEAMSTERS Job Classification

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### ADMINISTRATIVE SERVICES SUPERVISOR

**SALARY GRADE:** C4-70

**CAMPUS:** Foothill College

**DEFINITION:**

Reporting to the Vice President, Finance and Administrative Services, the Supervisor, Administrative Services is responsible for leadership, management, and vision for a number of administrative and facility service areas that support faculty, staff, administrators', and students' equipment, furniture, maintenance, facility use and rental, and administrative services' needs, ensuring services are provided with equity, efficiency, and in compliance with district policies, and state, and local regulations.

**NATURE AND SCOPE:**

Supervises the Campus Facilities, Furniture, Fixtures & Equipment, Student Resources, and Facilities & Equipment Coordinators. Areas of oversight and management include campus mail services, printing services, campus copiers and printers, campus access control device requests and related support, campus issued cell phones and hotspots, facility rentals, campus vending, furniture, fixture, & equipment (FF&E) purchases, inventory, and moves, and coordination with District Facilities & Operations to identify and resolve maintenance, repair, and ongoing campus facility needs.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Interview, select, hire, supervise, and evaluate staff including recommendations for permanent status, promotion, professional recognition, or dismissal; address and resolve staff concerns and complaints; counsel employees; address performance issues, encourage professional development; work collaboratively to build team capacity and competencies with staff.
2. Supervise, prepare, and monitor staff work schedule; ensure adequate staffing to meet program needs.
3. Plan, coordinate and arrange for appropriate training, ensure all staff are trained on established policies and procedures, and update as required.
4. Monitor budgets and oversee expenditures for all areas of oversight; propose budget changes and participate in budget projection; oversee, review, and submit fiscal year close reports.
5. Supervision and coordination of the non-instructional use of facilities for internal and external groups, including creating contracts, performing detailed financial analysis, and monitoring income and expenses related to rentals.
6. Coordinate with District Facilities and Operations to identify and resolve maintenance, repair, and ongoing campus facility needs.
7. Research, coordinate, and prepare market analysis of comparative rental rates for Board of Trustee approval.
8. Create, review, and update short and long-term contracts, and associated documents to ensure compliance with district requirements, and local, state, and federal regulations.
9. Coordinate with Contracts and Risk Management to ensure all contract documents (insurance, food handling, etc.) are current and in compliance with district requirements; revise and create new documents as needed.
10. Oversee and participate in the preparation and submission of the possessory interest report as required by Santa Clara County.

11. Work on special projects as requested involving complex research, technical analysis and reporting of data; provide technical expertise, information, and assistance to the VP of Finance & Administrative Services.
12. Communicate with district/campus administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
13. Develop, implement, and maintain inventory tracking system for bond, and other restricted fund purchases to ensure compliance with all required state and local regulations.
14. Develop and implement policies and guidelines regarding acquisition, installation, and moving of furniture, fixtures, and equipment (FF&E) in coordination with other district/campus departments including procurement, facilities, and ETS.
15. Oversee and ensure FF&E purchases, installations, and moves are in compliance with all district, local, state, and federal guidelines.
16. Manage building access requests; order keys/keycards, set building lock/unlock schedule, troubleshoot access challenges, provide building alarm codes/instructions as needed, act as liaison between all campus users and campus police, the lockshop, and district facilities to facilitate and resolve maintenance and repair issues
17. Collaborate with campus police and facilities on key/keycard/access policies, procedures, and updates.
18. Oversee operation of campus mail and printing services.
19. Consult campus users on copiers, printers, and other office technology items; oversee campus copier and printer placement; coordinate with ETS and facilities to ensure adequate infrastructure.
20. Oversee campus vending machine contract, communicate with vendor regarding placement, inventory, and maintenance; track vending commissions.
21. Manage campus issued cell phones and hotspots, and campus contract with vendor.
22. Research and recommend new equipment purchases; negotiate with equipment vendors on equipment needs, pricing, and maintenance contracts.
23. Monitor budgets and track expenditures, process chargebacks, maintain funds in all campus postal accounts.
24. Act as campus contact/liaison for special ETS projects on the Foothill Campus; work with campus and ETS personnel to develop policies and procedures, coordinate implementation, and communicate with stakeholders.
25. Formulate, develop, implement, and review policies and procedures for all areas of oversight.
26. Compile, maintain, and verify information; prepare and maintain records and reports; assure compliance with district, federal, state, and local laws, regulations, and policies; complete reports and provide data for all programs/projects.
27. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Principles and practices of program coordination including implementation of the goals and objectives and oversight of budget, performance, reporting, accountability, and regulatory compliance.
2. District purchasing and supply ordering, and disposal policies and procedures.
3. Budget preparation and control.
4. Oral and written communication skills.
5. Principles and practices of supervision and training.
6. Applicable laws, codes, regulations, policies, and procedures, including CA Education Code, California Public Contracts Code, and Title 5 Regulations.
7. Interpersonal skills using tact, patience, and courtesy.
8. Operation of a computer and assigned software.
9. Record-keeping techniques.

**Ability to:**

1. Demonstrate 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. Plan, organize and coordinate a variety of programs, projects and activities related to the day-to-day functions and activities of the Administrative Services, Facility Rentals, and FF&E areas.
3. Supervise and evaluate the performance of assigned staff.
4. Communicate effectively both orally and in writing.
5. Interpret, apply, and explain rules, regulations, policies, and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and timelines.
10. Work independently with little direction.
11. Plan and organize work.
12. Prepare and maintain assigned records and reports.
13. Create and maintain complex spreadsheets.
14. Utilize current technology applications and tools.

**Education and Experience**

Any combination equivalent to:

1. Bachelor's degree in a related field.
2. Three (3) years' experience in business, industry, or education in an increasingly responsible position, requiring frequent public contact and the exercise of independent judgment, one year of which must have been in a supervisory capacity.

**WORKING CONDITIONS:****Environment:**

1. Office environment.
2. Constant interruptions.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

Date Approved: April 2022; Revised: July 2023