

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

VICE PRESIDENT, ADMINISTRATIVE SERVICES Chabot College and Las Positas College

Management Class Specification

MANAGEMENT RESPONSIBILITY

The Vice President, Administrative Services is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District and College procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide committees.

GENERAL DESCRIPTION

The Vice President, Administrative Services is the chief business and financial officer for the college and is responsible for the overall design, development, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive financial and administrative services program that may include fiscal services, college budget development and management, expenditure control, purchasing control, college cash management function, college facilities, college facilities rental, campus technology, college mailroom, college switchboard, college safety and security, college bookstore, college cafeteria, college box office, and in coordination with district central services, college maintenance and operations, college capital construction, and college personnel services. This position reports directly to the College President, works collaboratively with the Vice President, Academic Services and Vice President, Student Services and works collaboratively with the Vice Chancellor of Business Services and other District related service units.

REPRESENTATIVE DUTIES

The Vice President, Administrative Services shall perform such duties as:

1. develop, direct, coordinate, and supervise the programs, personnel, operations, and activities of all college business services programs and ensure compliance with district policies, Education Code, and State and Federal regulations;
2. directly supervise administrative services personnel;
3. prepare and administer the annual budget for all administrative services operations;

4. assume responsibility for the completion of all necessary State and Federal reports;
5. participate in college long-range planning for programs, services, and facilities and coordinate financial planning with planning activities;
6. develop and administer the college's financial, business, and operations policies, procedures, and regulations;
7. coordinate and supervise the preparation and expenditure of the college's annual operating budget; exercise expenditure and purchasing control;
8. prepare regular financial reports to the College President, college budget study committee, and other appropriate groups;
9. manage college operation activities, including the maintenance of college buildings and grounds areas and custodial services; coordinate with District Maintenance and Operations the maintenance of buildings and grounds and custodial services;
10. administer the college facilities master calendar and facilities rental program;
11. administer college bookstore and cafeteria services;
12. administer college bursar functions and the college box office;
13. coordinate college-level planning for new facilities and renovations and coordinate district staff and contractor transactions during the construction of buildings and facilities;
14. assure compliance with all Federal and State regulations related to business services and college operations;
15. coordinate the evaluation of all assigned staff and assess the effectiveness of all programs and services;
16. coordinate college personnel services with district and college staff;
17. administer the campus technology goals and objectives;

18. work and coordinate with Vice Chancellor of Business Services and other related District service units;
19. serve as a member of the District and College Committees as designated by the President and the Chancellor;
20. serve as an administrative associate to the College President and, when designated, assume direct responsibility for the college during the absence of the President;
21. serve as Evening/Saturday administrator as required.
22. assume other duties and responsibilities as may be assigned by the College President.

MINIMUM QUALIFICATIONS

Knowledge of: Budget development, fiscal management and planning, and computers and computer applications that support management systems and business office functions.

Education: A Master's Degree is required; preferably in Business, Public Administration, Accounting, or a related area.

Experience: Five years required of related full-time responsible experience in business or public administration which preferably includes accounting, budgeting, organizational and technology planning, emergency preparedness, and related administrative functions, or the equivalent.

APPOINTMENT

The Vice President, Administrative Services shall be appointed by the Governing Board upon the recommendation of the College President and the District Chancellor.

NOTE: This class specification does not necessarily include all of the duties and responsibilities of the position.

Adopted by the Board of Trustees: 4/7/98
Approved by the Board of Trustees July 17, 2012
Revised: 10/17/00, 7/17/01, 5/15/07, 1/18/11, 7/17/12
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Board Designation: Management