

DESERT COMMUNITY COLLEGE DISTRICT

VICE PRESIDENT, ADMINISTRATIVE SERVICES

THE POSITION

Under the direction of the Superintendent/President, responsible for the leadership, management and operation of all business affairs of the District, including developing and recommending policy, goals and objectives . Areas of oversight may include fiscal services, operations and controls, budget development, purchasing, fiscal accountability, facilities services, maintenance and operations, information technology, construction and renovation projects, capital outlay and bond program, public safety services, and other business functions of the District's operations, such as auxiliary organizations and contract services.

REPRESENTATIVE DUTIES

1. Plan, oversee, organize, direct and evaluate the operations of the District's administrative services and various campus auxiliary and contracted services, including bookstore and food services; oversee the administration of District contracts; oversees all aspects of public safety services and emergency preparedness; acts as an authorized agent for the District. *E*
2. Institutes, conducts and oversees periodic evaluations and external/internal examinations of District and non-District funds; makes recommendations to assure efficient and effective operations and proper fiscal controls of all District funds.
3. Plans, oversees, organizes, and directs the development and implementation of the annual budget, assuring timeliness and accuracy; prepares long-range financial forecasts to assist with institutional planning; provides periodic reports assessing the District's financial status; ensures fiscal compliance with laws, regulations and guidelines.
4. Trains, supervises, evaluates, and direct the work of personnel as assigned; plans, organizes, arranges, and attends appropriate training and staff development activities.
5. Develops and recommends policies for consideration by the Superintendent/President and the Board of Trustees; assesses the impact of proposed policies and legislation.
6. Participate in the oversight of the planning, design, and construction of new and renovated facilities. Interview and select architects, construction management firms, bond counsel, bond bankers, and other construction related consultants. Serve on design teams and keep the college community well informed of construction, renovation, and bond projects.
7. Participates in the development and implementation of the Facilities Master Plan, including the operation, maintenance and space utilization of District facilities; leads and assists in the accreditation process and ensures accreditation standards are met; participates in strategic planning and participatory governance committees/processes.
8. Plans, organizes, chairs, and attends a variety of meetings; attend all Board of Trustee meetings and oversees the preparation of agenda items; serves as a liaison to the District Foundation, Alumni Association and Auxiliaries; participates in state and regional organizations and meetings to promote the District and community college education.
9. Perform additional duties and projects as assigned by the Superintendent/President.

REQUIRED PROFICIENCIES

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

KNOWLEDGE OF:

1. Principles and practices of financial management;

2. principles and practices of generally accepted accounting principles;
3. governmental accounting standards;
4. the *California Community College's Budget and Accounting Manual*;
5. use of computer applications in the management of business affairs;
6. principles of business law, requests for proposals, and contracts;
7. analytical tools necessary to draft budgets, monitor expenses, conduct financial research and analysis, identify trends and forecast needs;
8. Federal, state, and local laws, regulations, funding formulas, and policies affecting business operations of a community college district;
9. collective bargaining principles; capital outlay bond programs;
10. local and state bond finance and regulations;
11. legislative and administrative processes;
12. principles of organization and management;
13. principles of supervision, training, and staff development;
14. Effective oral and written communication skills;
15. Purpose, functions, policies, operating systems and programs of administrative units of the District.

ABILITY TO:

1. Relate business knowledge to the needs and characteristics of a collegiate environment
2. Apply a high level of sound, independent judgment in the solution of complex business problems;
3. Establish priorities and integrate business services and programs into the overall management of the District
4. Plan and direct diverse and complex operating programs and services
5. Execute policies, rules, directions, and procedures of the District
6. Prepare effective oral and written communications, reports and presentations
7. Communicate effectively with faculty, staff, students, civic and other groups, and the general public;
8. Effectively utilize management information systems in the performance of duties
9. Anticipate conditions and plan ahead;
10. Evaluate work methods and performance;
11. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability and ethnic backgrounds of students, staff and the community.
12. Stimulate teamwork and promote cohesiveness to achieve business goals;
13. Establish and maintain effective relationships with the business community and administrative and executive offices of the District;
14. Advocate for the community college using a collaborative, collegial leadership style.
15. Exercise tact, diplomacy, originality, and resourcefulness; motivate, direct, and develop subordinate staff.

MINIMUM QUALIFICATIONS

A Master's degree from an accredited institution in business administration, accounting, finance or an area reasonably related to the position; and three (3) years of increasingly responsible management experience overseeing and administering finance, business and support operations, and supervision with at least two (2) years of senior level experience is required; or an equivalent combination of education, training, and/or experience

DESIRABLE QUALIFICATIONS

A CPA certificate is desired.

WORKING CONDITIONS

Environment: Office environment. Sitting for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of

hands and fingers to operate keyboard, ability to communicate and provide information to others. Frequent interruptions. Some weekends and evening required.

EMPLOYMENT STATUS.

Classified Administrator

Leadership Row XIV

Management Personnel Committee: 9/8/2022

Revised 11/2018; Board Approved 9/15/2022