

**San Jose/Evergreen Community College District  
Classified Management Job Description**

**Position:** Vice President, Administrative Services

**Department:** Administrative Services

**College:** EVC or SJCC

**Date:** 2/25/15

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**POSITION PURPOSE**

Reporting to the College President, the Vice President of Administrative Services oversees the daily operations of the financial, plant, and information technology functions of the College.

**NATURE and SCOPE**

The Vice President of Administrative Services is responsible for planning, organizing, controlling, and directing the administrative functions and services of the college including fiscal and budgetary systems, coordination of campus food service, vending contracts, campus technology, and media support services, accreditation responsibilities; facilities master planning, safety, and other administrative areas. As chief business officer for the college serves on the executive leadership team.

**KEY DUTIES and RESPONSIBILITIES**

1. Advise the President on college business issues and the fiscal impact of policy options. Provide financial analysis, long-range financial projections and long-term planning to assist the administration in making sound fiscal decisions. Recommend fiscal procedures for efficient allocation of resources for all college operations.
2. Directs the Supervisors of Business Services and Campus Technology Support Services, enabling them to effectively carry out their respective roles; oversees the program review of these departments.
3. Selects, trains, supervises and evaluates program managers and other staff; coordinates the work of Administrative Services with other major college divisions and District Administrative Services.
4. Responsible for timely and accurate preparation, submission and administration of the college budget. Coordinates the college budget planning process including the distribution of materials and information regarding budget preparation for all college programs and sources of funding. Oversee, administer and coordinate all expenditures within the college budget.
5. In concert with department managers and supervisors, controls and directs the classification of all college expenditures; monitors all purchases and contracts for compliance with funding requirements and state and federal laws governing the use of public funds.
6. Serves as a liaison to various district services including accounting budgeting, payroll, purchasing, human resources, maintenance, custodial, information services, police services, risk management and insurance.
7. Provides for short-term problem-solving and long-range facilities planning; communicates with appropriate custodial and maintenance managers regarding the priorities and needs of the college; participates in related committees.

8. Researches and analyzes information/data; prepares or supervises the preparation of a variety of College, State, and Federal reports; makes presentations.
9. Develops, negotiates and authorizes contracts and agreements.
10. Acts as college liaison for contracts affecting the college such as Food Services, and administers contracts as appropriate.
11. Attends Board of Trustees meetings; prepares agenda materials and reports.
12. In coordination with the Vice Chancellor for Administrative Services represents the college to appropriate local, regional, and state agencies and organizations such as the Chancellor's Office, the Chief Business Officers Organization, and related task forces.
13. Ensures college compliance with all applicable statues, regulations, and district accounting, purchasing, payroll and fiscal reporting policies and procedures.
14. Reviews related legislation, code, policies, and procedures; apprises others of pending or needed changes to current practice; recommends the development of or revision to district policies and procedures.
15. Performs other related duties as assigned by President.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Educational institution operations, business and administrative practices; educational and governmental accounting and audit standards and practices.
2. Complex information systems.
3. Federal and state laws and regulations pertaining to public higher education.
4. Federal and state labor laws.
5. Business management, leadership, supervision.
6. Technology/Computing; Commonly used software and communication mediums.

### **Skills and Abilities:**

1. Effectively communicate critical budgetary issues to the President, leadership groups, the college, and the general community;
2. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.
3. Demonstrated ability to effect innovative solutions to management and operational issues.
4. Ability to analyze a wide variety of technical, business, and fiscal issues.
5. Skills to organize, direct, oversee, and lead complex operations.
6. Ability to manage time effectively, resolve conflicts and organize work.

7. Proficiency in the use of standard word processing, spreadsheet and communication software.

**MINIMUM QUALIFICATIONS**

1. Bachelor's degree in related field required.
2. Five years of increasingly responsible experience in the administration of related areas, including a minimum two years in a supervisory capacity.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.

**DESIRED QUALIFICATIONS**

1. Master's degree preferred.

**WORKING CONDITIONS**

1. Typical office environment.

Date Approved: 11/13/07, 2/24/15  
Revised: 04/09, 02/15 (salary range change)  
Salary Range: M-38  
EEO-Category: 2B1 - Executive/Administrative/Managerial