

San Jose/Evergreen Community College District
Classified Management Job Description

Position: Vice President, Administrative Services

Division: Administrative Services

POSITION PURPOSE

Under policy direction, the Vice President, Administrative Services plans, develops, organizes, coordinates, administers, reviews and evaluates the assigned college's Administrative Services division including College Fiscal Services, Facilities and Technology Services; serves as an advisor to the college President, Chancellor and Board of Trustees on financial matters and administrative support services to provide a safe, student-centered learning environment; provides leadership in long-term planning of programs, policy and resource allocation; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Plans, directs, and controls the activities, services, and operations of assigned college Administrative Services division; serves as a member of the President's Executive Leadership Team and provides leadership in formulating and executing college strategic plans, goals, objectives, policies and priorities to facilitate equitable access to student support and educational planning with the college's Education Master Plan and District objectives.
2. Directs the development and implementation of the strategic direction of the Administrative Services division; identifies goals, objectives and measurable outcomes for the division; provides leadership in fiscal and budgetary administration, financial analysis, facilities improvement, maintenance and operations, and technology support services.
3. Plans, directs, and evaluates the work assignments and performance of management and staff; interviews and participates in selecting managers and employees; oversees performance review processes; trains, counsels, and disciplines employees according to established policies and procedures.
4. Consults on a variety of complex and sensitive budgetary, funding and financial issues; conducts a variety of financial planning, forecasts, analysis, and negotiations associated with funding/revenue generation, partnerships, grants, and the college's financial performance; prepares a variety of reports and statements; ensures college compliance with the terms of labor agreements and state and federal financial regulations.
5. Directs and coordinates timely and accurate preparation and submission of materials and information regarding college budgets and other sources of funding; 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 and grants.
6. Through subordinate manager, directs and manages preparation and maintenance of college and student accounting and financial records for all general fund, categorically-funded and grant-funded programs, services and operations; reviews and approves the work of staff performing college accounting, accounts payable/receivable and student accounting functions including financial aid disbursements; participates in analyzing impacts of college grant-funded programs on the District's general fund budget and internal control/compliance requirements.
7. Directs the college's year-end closing of books and the preparation of financial statements; liaises with the District Office in preparing annual state financial reports and other quarterly and annual

financial reports and ensures timely submission to state; coordinates the compilation of information and develops a variety of financial statements and narratives; leads and participates in audits.

8. Plans, directs and evaluates short-term problem solving and long-range facilities strategic development; represents the college and participates in the planning, development and implementation of bond-funded projects for new construction and renovation of existing campus spaces; ensures projects meet college needs, are fiscally responsible and comply with bond/funding sources and state and federal regulations; collaborates with the District Office and internal and external stakeholders during the life cycle of the project to develop, enforce and evaluate milestones and deliverables.
9. Plans, directs, and controls the operations of the campus's physical facilities involving custodial services, maintenance, grounds services, security and safety; makes recommendations and approves plans and specifications for facilities improvements; communicates with appropriate custodial and maintenance managers regarding priorities and project needs; ensures facilities are accessible and compliant with American with Disabilities Act (ADA).
10. Oversees the administration and maintenance of campus technology services pertaining to computer hardware, software, networks, and systems; manages the use of existing, new, and emerging technologies to support students, staff and faculty; leads the efforts to secure data and manage campus technology infrastructure to support operational needs.
11. Provides leadership to campus food service management, bookstore and vending operations; directs and coordinates vendor contract development, approval and enforcement to ensure process compliance and proper procurement procedures; maintains accountability for applicable statutes, regulations, and District accounting, purchasing, payroll and fiscal reporting policies and procedures for all campus auxiliary services.
12. Oversees and directs fixed-asset management and surplus disposal program.
13. Analyzes proposed state and federal laws, regulations and court decisions for their impact on District practices and operations; recommends and implements policy and procedure changes consistent with requirements.
14. Integrates the college's use of institutional research and data analysis to make informed institutional decisions including evaluating priorities, program review, financial decision making, and budgeting; assumes overall accountability for the success of assigned departments, ensuring standards are established and achieved; develops and monitors division performance metrics.
15. Represents the college in dealings with the District Office, elected officials, college management, faculty and staff, the media, other community colleges and educational institutions, and business and community groups in the President's absence.
16. Analyzes proposed state and federal laws, regulations and court decisions for their impact on District practices and operations; recommends and implements policy and procedure changes consistent with requirements.
17. Supports and maintains effective relationships among administrative departments and college administration, faculty, staff, and students through participation in college events; cultivates positive working relationships within the District and across the colleges to build confidence and satisfaction with Administrative Services.
18. Leads and participates in participatory governance and collaborates with college and District committees, advisory groups, academic senate, classified leadership and other employee and student groups on a variety of institutional issues.
19. Attends Board meetings and college and District committee meetings; researches background information and prepares and presents agenda items and reports.

20. Acts for the President in that individual's absence.
21. Performs other duties as assign.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles and practices of public administration, including long-range goal setting and strategic planning, program development, implementation and evaluation, project management, procurement and public records management.
2. District mission, objectives, organization, operations and policies.
3. Generally accepted accounting principles, Government Accounting Board standards and other standards and requirements applicable to community colleges.
4. Principles and practices of business and financial management of public educational institutions.
5. Statewide initiatives and policies impacting community college funding and financial operations.
6. Principles, practices and procedures of internal control, risk management and audit.
7. Principles and practices of public agency budget development and management and grant tracking and monitoring.
8. Principles and practices of student financial aid programs.
9. Principles and practices of information technology systems and other organizational computing.
10. Federal, state and other applicable laws and regulations and District policies and procedures governing enrollment services including applicable sections of California Education Code, Title 5, Family Educational Rights and Privacy Act (FERPA) and Internal Revenue Service (IRS).
11. Practices and standards of research and analysis.
12. Theories and techniques of negotiation, mediation and conflict resolution.
13. Principles and practices of effective large-organization management and supervision.
14. Principles and practices of organizational improvement and culture change.
15. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, control and direct the Administrative Services division's operations and services.
2. Work collaboratively with the President, other administrators, employees and the community to support both the college and District's mission and the Strategic Plan's goals, objectives, and priorities.
3. Analyze complex financial and statistical data and prepare accounting statements, reports, summary conclusions and recommendations in accordance with generally accepted accounting principles and legal requirements.
4. Evaluate financial management practices and make sound recommendations for improvement.
5. Develop and implement appropriate policies, procedures and controls.
6. Provide administrative oversight and financial management including effective utilization of staff and resources, performing operational and mandated reporting, and ensuring college financial compliance.
7. Administer and negotiate a variety of contracts, partnerships, and disciplinary actions and agreements.

8. Organize and chair meetings, lead workshops, facilitate group discussions, and involve staff in idea generation, goal setting, and decision making.
9. Represent the District and college effectively to outside organizations and individuals and identify and respond to sensitive community and organizational issues, concerns, and needs.
10. Apply objective and fair assessments in decision making and personnel matters.
11. Select, motivate and evaluate managers, faculty and staff and provide for their training and professional development.
12. Develop and implement appropriate procedures and internal controls.
13. Establish and maintain cooperative and effective working relationships with others.
14. Operate a computer and use standard business software, enterprise systems and HRIS systems.

Education and Experience:

1. Bachelor's degree from an accredited institution in business administration, public administration, accounting, or a closely related field.
2. Eight years of progressively responsible experience in providing fiscal services including two at a manager or director level.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, 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.

Desirable Qualifications:

1. Financial management experience in a multi-college community college district.
2. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, subject to frequent interruption and intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, the employee is primarily in a stationary position and is required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2025

Salary Range: M-38

EEO Category: 2B1- Executive/Administrative/Managerial