

## **Associate Vice President for Support Operations**

### **Description**

The Associate Vice President for Support Operations, reports directly to the Executive Vice President to provide fiscal and financial assistance and manage the business and auxiliary functions of the college. The Associate Vice President for Support Operations would directly oversee the design, delivery, and continuous process improvement of all Hartnell College sites and centers and of all support operations and services, including maintenance, custodial, grounds, human resources, cashiering, bookstore contract, food services, security services, payroll, and all traditional business functions of a community college.

### **Specific Duties and Responsibilities**

- Oversee development and monitoring of district budgets consistent with District goals and applicable laws; advises the College on fiscal implications of budgetary decisions.
- Prepare, edit, manage, and reconcile budgets for all programs supervised; provide for the internal allocation and regulation of funds through requisitions and internal adjustment of funds.
- Conduct and coordinate financial analysis.
- Participate in policy development in matters of fiscal management and business operations.
- Manage operations and provide innovative leadership for the following College functions: maintenance and operations, public safety, bookstore, food service, printing, graphics, and mailroom.
- Select, train, supervise, and evaluate managers and other staff; coordinate the work of Administrative Services with other major College units.
- Coordinate the planning, development, and implementation of innovative approaches to fiscal management, and technology, and/or other areas.
- Oversee the purchase, maintenance, and repair of relevant equipment and facilities.
- Provide personnel support and supervision.
- Act as liaison with District facilities planning and construction. Oversee budgets in areas of responsibility.
- Participate in appropriate committees, conferences, seminars, and workshops. Perform other duties as assigned.
- Supervision and responsibility of the District's Maintenance and Custodial operations.
- Provide risk management for property and liability.
- Oversee the District's maintenance and operations projects, including preparation and submission of applications, accounting of funds, bid processes, award of contracts, and

general supervision of on-going deferred maintenance and new building projects.

### **Minimum Qualifications\***

- Requires a Bachelor's degree in a subject area related to the position from an accredited institution.
- At least three years of experience in supervision of business operation preferably in an educational or public environment.
- High standards of honesty and integrity.
- Sensitivity to and understanding of the diversity found among community college students.
- Demonstrated knowledge of the relationship of the business of the college to the core business of learning.
- Demonstrated effective oral and written communications.

### **Preferred Qualifications**

- Master's degree, preferably in Business Administration, Public Administration, or equivalent.
- Five years experience in a managerial capacity involving college business and auxiliary services.
- Three years of senior management experience in a community college.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college.

### **Knowledge and Abilities**

- Knowledge of: Budget-related administrative assignments. Leadership and managerial techniques. Contemporary issues in higher education. Personnel and budget management.
- Ability to: Exercise leadership and maintain good working relationships with faculty, students, and staff. Effectively manage priorities in large, complex, and diverse operational units. Effectively communicate orally and in writing. Perform short-and-long range budget, financial and operational planning.
- Work collaboratively and productively with faculty, students, administrators, support staff, and the community. Effectively work within a system of shared governance. Effectively work with academic, occupational, developmental, and entrepreneurial programs in a multi-campus environment.

- Facilitate change in a productive and positive manner. Foster teamwork and to establish consensus. Effectively represent the college in the community.