

Associate Vice President for Support Operations



Description

The college is seeking an Associate Vice President for Support Operations who is bright and highly energetic with a commitment to servant leadership. This position 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, risk management, grants management, cashiering, bookstore, food services, purchasing, payroll, and all traditional business functions of a community college.

Specific Duties and Responsibilities

1. Oversee development and monitoring of district budgets consistent with District goals and applicable laws; advises the College on fiscal implications of budgetary decisions.
2. Oversee budgets for all programs supervised; provide for the internal allocation and regulation of funds through requisitions and internal adjustment of funds.
3. Develop and monitor long and short resource plans to support the college mission.
4. Participate in policy development in matters of fiscal management and business operations.
5. Manage operations and provide innovative leadership for the College and specific areas of responsibility.
6. Select, train, supervise, and evaluate managers and other staff; coordinate the work of Support Operations with other major College units.
7. Coordinate the planning, development, and implementation of innovative approaches to fiscal management using technology, data management or analysis to support the college's mission.
8. Supervision and responsibility for the District's Maintenance and Custodial operations.
9. Oversee the operation of grants management both pre-award and post award activities.
10. Oversee the District's maintenance and operations projects, including capitol and bond funds, bid processes, award of contracts, and general supervision of on-going deferred maintenance and new building projects.
11. Effectively represent the college in the community.
12. Participate in appropriate committees, conferences, seminars, and workshops. Perform other duties as assigned.

Minimum Qualifications*

1. Requires a Bachelor's degree from an accredited institution.
2. Supportive of the community college mission.
3. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
4. Demonstrate a record of honesty and integrity.

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5. Demonstrated ability to focus the resources of the organization on its core mission.
6. Demonstrated effective oral and written communications.
7. Demonstrated experiences in a shared governance setting.

Desired Qualifications

1. Master's degree, preferably in Business Administration, Public Administration, or related field.
2. Five years experience in a managerial capacity with progressively increasing responsibilities involving business and auxiliary services.
3. Demonstrated knowledge of the areas of responsibility assigned to this position.
4. Demonstrated ability to effectively manage priorities in large, complex, and diverse operational units.
5. Demonstrated ability to perform short-and-long range budget, financial and operational planning.
6. Ability to communicate with the Spanish speaking community.
7. Demonstrate the ability to provide leadership and work collaboratively and productively with all stake holders including: faculty, students, administrators, support staff, unions and the community. Effectively work within a system of shared governance in support of academic, career, developmental, and entrepreneurial programs in a multi-campus environment.
8. Demonstrated ability to facilitate change in a productive and positive manner fostering teamwork and establishing consensus.

*Meeting minimum and desired qualifications does not assure any candidate an interview.