



HARTNELL COLLEGE

<b>Position:</b> Vice President of Administrative Services	<b>Position Number:</b>
<b>Department/Site:</b> Administrative Services	<b>FLSA:</b> Exempt -Administrative (Classified Administrator)
<b>Reports to:</b> Superintendent/President	<b>Salary Range:</b> I(a)

**DEFINITION**

Under administrative and general policy direction, provides highly responsible and complex management assistance to the District Superintendent/President in coordinating and directing District-wide and division activities and operations related to institutional fiscal, facilities, food services, public safety, and risk management; assists the District Superintendent/President in executing the long-term vision for the District in collaboration and management staff; provides leadership to all District administrative units to enable staff to effectively and efficiently maximize available resources; ensures quality services provision to the students and the community; coordinates assigned activities with other District divisions, officials, outside agencies, and the public; fosters cooperative working relationships among District administrative units and with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative and general policy direction from the District Superintendent/President. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general supervision over professional, technical, and clerical staff through subordinate levels of supervision.

**CLASS CHARACTERISTICS**

This executive management classification oversees, directs, and participates in activities of the District’s operations, including short- and long-term planning, policy development and administration, and enforcing all District codes, rules, and regulations. The incumbent regularly interacts with the District Superintendent/President and division representatives in obtaining and coordinating projects and information. Successful performance of the work requires knowledge of district rules, regulations, programs, and activities, including the role of an elected Board of Trustees and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities among all District divisions and managing and overseeing the complex and varied programs, projects, and activities of assigned function. The incumbent is accountable for accomplishing District-wide planning and operational goals and objectives within general policy guidelines.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*

- Plans, organizes, controls, integrates, and evaluates the work of human resources, finance/accounting, public safety, and facilities planning, maintenance and operations, to ensure operations and services comply with the policies and strategic direction set by the District Superintendent/President, Board of Trustees, and all applicable laws and regulations;
- Participates in formulation of the District strategic plan and other long-range business, facilities, risk management, and resource plans; exercises leadership in achieving optimal organizational efficiency and effectiveness, including initiatives to improve work processes and enhance systems and staff performance.
- Manages and participates in the development and administration of the District and division budget; provides advice on fiscal implications related to budgetary decisions; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Provides guidance and direction to management staff to coordinate and direct programs and projects; meets with management staff to identify and resolve organizational and operational problems both within administrative units and between different administrative units; ensures the successful completion of programs and projects.
- Contributes to the overall quality of the District's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Plans and evaluates performance of assigned directors, managers, and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, human resources policies, and labor contract provisions.
- Advises the District Superintendent/President regarding policy issues, programs, and projects to achieve District business and educational needs; advises and assists the District Superintendent/President in identifying, analyzing, and implementing policies, programs, and projects; interprets state and District codes, laws, regulations, policies, and procedures to ensure compliance within areas of assigned responsibility; oversees and directs the preparation of Board agenda items.
- Through management staff, may direct and evaluate business services, community services, facilities management, food services, emergency preparedness and public safety programs, risk management services, and related functions, projects, and activities.
- Monitors the external environment and developments related to public funding and operational requirements and presents issues and challenges for executive management and Board of Trustees consideration; evaluates impacts on District non-instructional and instructional operations and support programs.
- Represents the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; may act as a District liaison with the media.
- Conducts a variety of District-wide organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of school district operations, programs, and other areas as they relate to the area of assignment.
- Represents the District on various intergovernmental committees, task forces, committees, and commissions pertaining to district management and assigned program matters.
- Monitors changes in laws, regulations, and technology that may affect District or division operations; analyzes proposed legislation and regulations and implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the District Superintendent/President.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves the community through membership or volunteer work with a community-based nonprofit organization or agency.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practice of enrollment management.

- Principles and practices of fiscal management, strategic and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of human resources programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Functions, authority, responsibilities, and limitations of an elected Board of Trustees.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment related to the work.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of administrative programs and activities.
- Conduct effective negotiations and effectively represent the District and the division in meetings with unions, governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand scope of authority in making independent decisions.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

- A master's degree in business, finance, public policy, public administration, management, economics, accountancy, or related field from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Five (5) years of administrative leadership experience in higher education.
- Certified public accountant highly desirable.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing division policies and procedures.