



PALO VERDE COMMUNITY COLLEGE DISTRICT

Assistant Superintendent/Vice President of Administrative Services and College Advancement

NATURE OF THE POSITION

Under the supervision of the Superintendent/President, the Assistant Superintendent/Vice President of Administrative Services and College Advancement (AS/VPA&CA) serves as the Chief Financial Officer (CFO), Chief Business Officer (CBO), and Chief Advancement Officer (CAO) of the District. The AS/VPA&CA represents the Superintendent/President in his or her absence, and has broad and comprehensive institutional responsibilities including, but are not limited to, institutional strategic planning, direction and administration of District business, fiscal, and physical operations, development of institutional policy, and advocacy for the rights and responsibilities of faculty, staff, and students. The AS/VPA&CA is expected to provide administrative leadership to achieve a high standard of institutional excellence, to foster collaboration with faculty, staff, students, and external constituencies, and to promote student success and institution-wide continuous quality improvement. Incumbent serves on the Superintendent/President's Cabinet and other committees as assigned.

DUTIES AND RESPONSIBILITIES

1. Serves as a member of the Superintendent/President's executive cabinet and management team and serves as the Chief Financial Officer (CFO), Chief Business Officer (CBO), and Chief Advancement Officer (CAO) of the District.
2. Acts on behalf of the Superintendent/President and assumes responsibility for the District in his or her absence, or when called upon to do so.
3. Represents the District at community activities by actively participating in community organizations, and events to enhance the District's image in the community.
4. Provides leadership to strengthen articulation and collaboration with other educational institutions, including K-12 and other higher education institutions, as well as public agencies, business, and industry.
5. Provides leadership and support in the development and implementation of District-wide marketing strategies.
6. Participates in professional organizations to enhance own professional development as well as District's local, state, regional, national, and international profile.
7. Fosters and supports innovation and continuous quality improvement with a focus on data-driven decision-making throughout the organization.
8. Provides leadership and support in developing and implementing the District's long-term vision and plans and works collaboratively with all constituencies to further the institutional mission, vision, and values, and to resolve any conflicts that might arise.

9. Supports and furthers the District's commitment to diversity, equity, inclusion, and accessibility (DEIA), and to closing achievement gaps.
10. Provides leadership in the recruitment, selection, hiring, retention, training, evaluation, and discipline of District personnel to adequately support the operations of the District.
11. Ensures the development and implementation of appropriate professional development opportunities for District personnel.
12. Ensures institutional compliance with the regional accrediting agency as well as other specialized accrediting bodies.
13. Develops and implements conscientious budgets and ensures fiscal responsibility.
14. Maintains currency with trends in the field of education and provides leadership to keep the District on the forefront of best practices in the industry.
15. Provides leadership and direction in all areas of responsibility, as well as institutional compliance with District policies, state and federal laws, rules, and regulations.
16. Serves as chair or member of committees as needed.
17. Leads, plans, organizes, controls, and directs the operations, activities, and programs related to the Administrative Services division.
18. Provides leadership and oversight for the development, implementation, and monitoring of District annual budgets; develops and prepares the annual preliminary budget for the Administrative Services Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
19. Plans, directs, and evaluates the business and physical operations of the District including budget formulation and management, accounting and financial reporting, facilities planning and construction, building and grounds operations and maintenance, District technology and communication systems, procurement and contracts management, risk management, and safety and security services.
20. Prepares and provides recommendations to the Superintendent/President and the Board of Trustees regarding legal aspects of the business and fiscal aspects of the District.
21. Analyzes, forecasts, and presents financial data, budget updates and other pertinent information to the Board of Trustees and other constituent and collegial governance groups; prepares financial and other reports as required by the state Chancellor's Office, Governing Board, and other state agencies.
22. Ensures the fiscal integrity and financial solvency of the District; conducts long-range financial planning, manages fiscal processes; ensures effective internal controls and appropriate use of funds to achieve the District's short- and long-term objectives and goals.
23. Administers and manages various District finances including regular and special income, state apportionment, grants, local tax levies, debt instruments, and applicable federal, state, and local laws.
24. Directs the preparation and maintenance of a variety of narrative and statistical records, files, and reports related to area programs, projects, budgets, compliance, services, systems, financial activity, personnel, and assigned duties; ensures mandated reports are completed and submitted to appropriate local, state, and federal agencies according to established timelines.
25. Reviews and approves items submitted by the functional areas managed for presentation to the Board; directs the research, assembly, and compiling of a variety of technical information related to District and area operations, services, and functions; oversees the preparation and distribution of correspondence, fiscal documents, and informational materials related to assigned activities.

26. Assesses and evaluates requests from District departments and offices for funding, staffing, equipment, and facilities, and recommends the allocation and expenditure of resources.
27. Oversees and directs the District's risk management program; mitigates risk and ensures effective insurance coverage of District property and personnel.
28. Oversees the maintenance and upkeep of District buildings, property, and equipment.
29. Serves on District negotiating teams, assists in the development of proposals for negotiations with recognized bargaining units; ensures collective bargaining agreements are implemented, and administered correctly.
30. Plans, directs, and evaluates the District's Information Technology Department including selection, implementation, upgrading, replacement, and maintenance of management information and control systems, communication systems, and other District technology equipment.
31. Directs the study of business problems of broad scope and complexity with the goal of developing effective managerial policies, procedures, methods, and organizational structures.
32. Plans, implements, and directs operations of the District's College Advancement program including areas of fund development, constituent and alumni relations, program funds administration, fundraising and gift giving, student scholarships administration, compliance oversight for non-profit 501(c)3 auxiliary foundation, and grant administration and serves as the Executive Director and treasurer of the Foundation.
33. Serves as liaison between the District, government agencies, university representatives, and other outside organizations regarding Administrative Services and College Advancement issues.
34. Maintains current knowledge of laws, codes, ordinances, regulations, and pending legislature related to the operations and activities of assigned area; modifies programs, functions, and procedures to ensure compliance with local, state, and federal requirements as appropriate.
35. Plans, organizes, and implements long- and short-term programs, and activities designed to develop assigned programs and services.
36. Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as needed.
37. Establishes the objectives, scope of service, structure, staffing, work methods, and performance standards for organizational units comprising Administrative Services; monitors units to ensure operational effectiveness and efficiency.
38. Develops and maintains collaborative relationships with industry, organizations, and individuals in the District community to facilitate business transactions and to enhance accessibility of community resources to students.
39. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, formulation, organization, and direction of business and fiscal policies.
2. Enterprise resource planning.
3. Business processes and operations.
4. Grants and contracts processes.
5. Resource management.
6. Accounting and financial procedures.

7. Principles and practices of administration, supervision, and training.
8. Applicable laws, codes, regulations, policies, and procedures, including the California Education Code.
9. Collective bargaining and negotiation regulations and procedures.
10. Bond program and contract management.
11. Real estate transaction processes.
12. Budget preparation and control.
13. Oral and written communication skills.
14. Interpersonal skills using tact, patience, and courtesy.
15. Operation of a computer and assigned software.

ABILITY TO:

1. Plan, formulate, organize, and direct the formulation of business and fiscal policies.
2. Ensure fiscal integrity and financial solvency of the District.
3. Analyze, forecast, and present financial data, budget updates, and other pertinent information to the Board of Trustees, other constituents, and collegial governance groups.
4. Provide leadership and oversight to a variety of District departments.
5. Manage District risk management program.
6. Supervise, manage, and negotiate construction, maintenance, technology, and other District business contracts.
7. Oversee the maintenance and operation of District buildings, property, and equipment.
8. Supervise and evaluate the performance of assigned personnel.
9. Communicate effectively both orally and in writing.
10. Interpret, apply, and explain rules, regulations, policies, and procedures.
11. Establish and maintain cooperative and effective working relationships with others.
12. Operate a computer and assigned office equipment.
13. Analyze situations accurately and adopt an effective course of action.
14. Meet schedules and timelines.
15. Work independently with little direction.
16. Plan and organize work.
17. Direct maintenance of a variety of reports, records, and files related to assigned activities.
18. Demonstrate commitment to the mission and goals of the District.

MINIMUM QUALIFICATIONS

1. Master's Degree in a related field from an accredited college or university.
2. Five years senior administrative leadership experience in an accredited institution of higher education.
3. Five years increasingly responsible experience in Administrative Services functions as enumerated in this job description.
4. Demonstrated ability to effectively manage a complex academic institution including strategic planning, policy development, budgeting, and personnel administration.
5. Exemplary written, oral, and personal communication skills.
6. Demonstrated commitment to collegial, consultative, participatory governance.
7. Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

PREFERRED QUALIFICATIONS

1. Doctorate in a related field from an accredited college or university.
2. Demonstrated successful experience with regional accreditation compliance.
3. Demonstrated successful experience with service area outcomes, program review, and institutional set standards for regional accreditation compliance.
4. Experience with collective bargaining in an educational environment.
5. Experience in the California Community College system.
6. Experience in building and developing Administrative Services programs and services within a system of collegial governance.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid Driver's License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Classified Administrator position.
2. Row 16 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.