



PALO VERDE COMMUNITY COLLEGE DISTRICT

VICE PRESIDENT OF ADMINISTRATIVE SERVICES

NATURE OF THE POSITION

Under the supervision of the Superintendent/President, lead, plan, organize, control and direct the operations, activities and programs related to the Administrative Services division; serve as the Treasurer of the PVC Foundation, Chief Business Officer (CBO) and Chief Financial Officer (CFO) of the District; plan, organize and direct the formulation of business and fiscal policies; ensure the fiscal integrity and financial solvency of the District; analyze, project and present financial data, budget updates and other pertinent information to the Board of Trustees and other constituent and shared-governance groups; manage the District risk management program; supervise, manage and negotiate construction, maintenance, technology and other District functions; oversee the maintenance and upkeep of District buildings, property and equipment; train, supervise and evaluate the performance of assigned personnel. Incumbent serves on President's Cabinet and other committees as assigned.

DUTIES AND RESPONSIBILITIES

1. Lead, plan, organize, control and direct the operations, activities and programs related to the Administrative Services division.
2. Serve as a member of the Superintendent/President's executive cabinet and management team; advise the Superintendent/President on strategic matters related to the business operations of the District.
3. Provide leadership and oversight to the development, implementation and monitoring of District annual budgets; develop and prepare the annual preliminary budget for the Administrative Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
4. Plan, direct and evaluate 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.
5. Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
6. Prepare and provide recommendations to the Superintendent/President and the Board of Trustees regarding legal aspects of the business and fiscal aspects of the District.
7. Ensure the fiscal integrity and financial solvency of the District; conduct long-range financial planning, manage fiscal processes; ensure effective internal controls and

appropriate use of funds to achieve the District's short and long-term objectives and goals.

8. Analyze, project and present financial data, budget updates and other pertinent information to the Board of Trustees and other constituent and shared-governance groups; prepare financial and other reports as required by the State Chancellor's Office, Governing Board and other State agencies.
9. Administer and manage various District finances including regular and special income, State apportionment, grants, local tax levies, debt instruments and applicable federal, State and local laws.
10. Direct 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; ensure mandated reports are completed and submitted to appropriate local, State or federal agency according to established timelines.
11. Review and approve items submitted by the functional areas managed for presentation to the Board; direct the research, assembly and compiling of a variety of technical information related to District and area operations, services and functions; oversee the preparation and distribution of correspondence, fiscal documents and informational materials related to assigned activities.
12. Assess and evaluate the merit of requests from District departments and offices for funds, staffing, equipment and facilities; recommend the allocation of expenditure of resources.
13. Oversee and direct the District's risk management program; mitigate risk and ensure effective insurance coverage of District property and personnel.
14. Oversee the maintenance and upkeep of District buildings, property and equipment.
15. Serve on District negotiating teams, assist in the development of proposals for negotiations with the classified and faculty bargaining units; ensure that the collective bargaining agreements are implemented and administered correctly.
16. Direct the study of business problems of broad scope and complexity with the goal of developing effective managerial policies, procedures, methods and organizational structures.
17. Plan, direct and evaluate 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.
18. Serve as liaison between the District, government agencies, outside District and university representatives and other outside organizations regarding administrative services issues.
19. Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to the operations and activities of assigned area; modify programs, functions and procedures to ensure compliance with local, State and federal requirements as appropriate.
20. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
21. Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as needed.

22. Establish the objectives, scope of service, structure, staffing, work methods and performance standards for organizational units comprising Administrative Services; monitor units to ensure effectiveness and operational efficiency.
23. Develop and maintain collaborative relationships with industry, organizations and individuals in the District community to facilitate business transactions and to enhance accessibility of community resources to students.
24. Serve as chair or member of committees as appropriate to carry out the responsibilities of the position.
25. Attend and conduct a variety of meetings as assigned.
26. Performing other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization and direction of the formulation 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 State Education Code.
9. Union negotiations 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, organize, control and direct the formulation of business and fiscal policies.
2. Ensure the fiscal integrity and financial solvency of the District.
3. Analyze, project and present financial data, budget updates and other pertinent information to the Board of Trustees and other constituent and shared-governance groups.
4. Provide leadership and oversight to a variety of District departments.
5. Manage the District risk management program.
6. Supervise, manage and negotiate construction, maintenance, technology and other District business contracts.
7. Oversee the maintenance and upkeep 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 time lines.
15. Work independently with little direction.
16. Plan and organize work.
17. Direct the maintenance of a variety of reports, records and files related to assigned activities.
18. Demonstrate commitment to the mission and goals of a comprehensive community District.

MINIMUM QUALIFICATIONS

1. Master's degree in a related field from an accredited college or university.
2. Three years of full-time work directing an Administrative Services department.
3. One-year full-time experience as a Chief Business Officer or Chief Financial Officer at a post-secondary institution of higher learning.
4. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid California Class C driver's license.

PREFERRED QUALIFICATIONS

1. Ph.D. in a related field from an accredited college or university.
2. Experience in a collective bargaining setting.
3. Experience in the California Community College District system.
4. Experience in a participatory (shared governance) decision-making environment.
5. Demonstrated achievement in building and developing Administrative Services programs and services within a system of shared governance.

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 an Administrator position.
2. Row 15 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.