

# Barstow Community College District

## JOB DESCRIPTION

### POSITION: VICE PRESIDENT ADMINISTRATIVE SERVICES

#### BASIC FUNCTION

Provide administrative leadership in the planning, implementation, and evaluation of the District's financial and business activities.

#### REPRESENTATIVE DUTIES

- ▶ Provide administrative direction for Business Services, Information Technology, Facility Services and other auxiliary services, enabling program managers and staff to carry out their respective roles in an effective manner; evaluate various programs, services, activities and staff to ensure that goals and objectives are being met with excellence.
- ▶ Oversee the formulation and monitoring of annual and projected budgets each year, consistent with District goals and applicable laws; chairs the Budget Planning Committee; advises the District President of fiscal implications of pending District actions.
- ▶ Monitor college revenue and investments; establish methods to evaluate the effective use of District funds; assist others with internal financial/budget management concerns.
- ▶ Coordinate an annual audit of financial activities by an external audit organization; report results to the District President.
- ▶ Chair the District Facilities Master Planning Committee and the Institutional Strategic Plan Committee to consider and determine planning, staffing, and capital outlay needs of the District; articulate plans to others to provide direction.
- ▶ Serve as a member of the District's collective bargaining negotiations process.
- ▶ Administer the employees' health benefit and student insurance programs; chair the Insurance Committee.
- ▶ Represent the District as a member of executive boards of property, liability, and worker's compensation joint powers authorities (JPAs); advise the District President regarding risk management policies and decisions; supervise risk management activities.
- ▶ Review and make recommendations regarding the development and utilization of District administrative services facilities; evaluate feasibility of rented facilities.

- ▶ Provide support to the Barstow College Foundation.
- ▶ Select, train, supervise and evaluate program managers and other staff.
- ▶ Support participatory governance by practicing open communications that involve people at all levels in the decision-making process.
- ▶ Coordinate the work of Administrative Services with other major college divisions.
- ▶ Research and analyze information/data; prepare or supervise the preparation of a variety of District, state, and federal reports for Administrative Services with other major college divisions.
- ▶ Represent the District to appropriate local, regional, and state agencies and organizations; serves on committees.
- ▶ Review related legislation, code, policies, and procedures; apprise others of pending or needed changes to current practice; recommend the development of or revision to policies and procedures.
- ▶ Serve as campus evening supervisor on a rotational basis with other administrative personnel.
- ▶ Serve in the absence of the Chief Executive Officer upon appointment by the District President.
- ▶ Perform other work related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- ▶ Organizational leadership, team building, management, staff development and communication techniques.
- ▶ Related laws, regulations, policies, and procedures.
- ▶ California Community College finance and budget practices.
- ▶ School investment methods.
- ▶ Audit practices.
- ▶ Long and short range planning techniques.
- ▶ Collective bargaining / meet and confer techniques.
- ▶ Employee health benefit practices and issues.
- ▶ Risk management.
- ▶ Joint powers authorities.
- ▶ Principles and techniques of supervision and management
- ▶ Community college operations.

### Ability to:

- ▶ Provide accountable leadership resulting in productive, efficient working relationships.
- ▶ Provide administrative direction and supervision to program managers and staff.
- ▶ Plan, develop, and administer Administrative Services programs, policies and procedures, and operational activities.
- ▶ Select, train, supervise, motivate, and evaluate program managers and other staff.
- ▶ Formulate and monitor annual and projected District budgets.
- ▶ Prudently monitor and invest District funds.
- ▶ Make effective decisions and take independent action.
- ▶ Research and analyze information.
- ▶ Make recommendations.
- ▶ Identify trends, foresee problems, and resolve conflict.
- ▶ Prepare and present written and/or oral reports.
- ▶ Visibly and positively represent the college to the public.
- ▶ Work cooperatively with others.
- ▶ Acknowledge and encourage staff excellence and professional development related to District goals.
- ▶ Practice an open communications style which involves people at all levels in the decision-making process.
- ▶ Work effectively in a demanding environment.
- ▶ Operate standard office machines including a microcomputer.

### **EDUCATION AND EXPERIENCE**

- ▶ Earned Master's degree in business administration from an accredited institution.
- ▶ Minimum of three (3) years of progressive full-time administrative experience in business functions in a community college or higher education system or in a business or agency.
- ▶ Formal education and/or training in business or organizational leadership.

### **WORKING CONDITIONS:**

**Environment:** Office environment, subject to interruptions; travel to off-campus locations.

**Physical Abilities:** Dexterity of hands and fingers to operate a computer terminal; hearing and speaking to exchange information and make presentations; sitting for extended periods of time.

### **CONDITIONS OF EMPLOYMENT:**

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A full-time, 12-month, administrative position which reports directly to the District President. Indexed to placement on the Administrative and Management Salary Schedule at the Vice President level. This position is subject to evening hours and weekends.

Board approved: 01/16/03