

Vice President, Administrative Services

Posting Details

Position Information

Job Title	Vice President, Administrative Services
Position Type	Management
Position Code	3APR05
FTE	1
Pay Rate (or Annual Salary)	\$143,966 - \$170,988/annual
Job Location	Las Positas College, 3000 Campus Hill Dr., Livermore, CA 94551
Department	Administrative Services

Job Summary

The Chabot-Las Positas Community College District is seeking a Vice President, Administrative Services for Las Positas College in Livermore, California.

MANAGEMENT RESPONSIBILITY
The Vice President, Administrative Services is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District and College procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide committees.

GENERAL DESCRIPTION
The Vice President, Administrative Services is the chief business and financial officer for the college and is responsible for the overall design, development, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive financial and administrative services program that may include fiscal services, college budget development and management, expenditure control, purchasing control, college cash management function, college facilities, college facilities rental, campus technology, college mailroom, college switchboard, college safety and security, college bookstore, college cafeteria, college box office, and in coordination with district central services, college maintenance and operations, college capital construction, and college personnel services. This position reports directly to the College President, works collaboratively with the Vice President, Academic Services and Vice President, Student Services and works collaboratively with the Vice Chancellor of Business Services and other District related service units.

APPOINTMENT
The Vice-President of Administrative Services shall be elected by the Governing Board upon the recommendation of the College President and the District Chancellor.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.

Representative Duties

The Vice President, Administrative Services shall perform such duties as:

1. develop, direct, coordinate, and supervise the programs, personnel, operations, and activities of all college business services programs and ensure compliance with district policies, Education Code, and State and Federal regulations;
2. directly supervise administrative services personnel;
3. prepare and administer the annual budget for all administrative services operations;

4. assume responsibility for the completion of all necessary State and Federal reports;
5. participate in college long-range planning for programs, services, and facilities and coordinate financial planning with planning activities;
6. develop and administer the college's financial, business, and operations policies, procedures, and regulations;
7. coordinate and supervise the preparation and expenditure of the college's annual operating budget; exercise expenditure and purchasing control;
8. prepare regular financial reports to the College President, college budget study committee, and other appropriate groups;
9. manage college operation activities, including the maintenance of college buildings and grounds areas and custodial services; coordinate with District Maintenance and Operations the maintenance of buildings and grounds and custodial services;
10. administer the college facilities master calendar and facilities rental program;
11. administer college bookstore and cafeteria services;
12. administer college bursar functions and the college box office;
13. coordinate college-level planning for new facilities and renovations and coordinate district staff and contractor transactions during the construction of buildings and facilities;
14. assure compliance with all Federal and State regulations related to business services and college operations;
15. coordinate the evaluation of all assigned staff and assess the effectiveness of all programs and services;
16. coordinate college personnel services with district and college staff;
17. administer the campus technology goals and objectives;
18. work and coordinate with Vice Chancellor of Business Services and other related District service units;
19. serve as a member of the District and College Committees as designated by the President and the Chancellor;
20. serve as an administrative associate to the College President and, when designated, assume direct responsibility for the college during the absence of the President;
21. serve as Evening/Saturday administrator as required.
22. assume other duties and responsibilities as may be assigned by the College President.

Minimum Education and Experience

Education:
A Master's Degree is required; preferably in Business, Public Administration, Accounting, or a related area.

Experience:
Five years required of related full-time responsible experience in business or public administration which preferably includes accounting, budgeting, organizational and technology planning, emergency preparedness, and related administrative functions, or the equivalent.
Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

Minimum Qualifications

Desirable Qualifications

Job Work Schedule

Physical Demands and Working Environment

INDIVIDUALS WITH DISABILITIES WHO ARE UNABLE TO CARRY OUT THE PHYSICAL ACTIVITIES OF THE POSITION WILL RECEIVE REASONABLE ACCOMMODATIONS TO ENABLE THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION.

Posting Detail Information

Posting Number

AS331P

Open Date

10/07/2019

Close Date 11/14/2019

Open Until Filled No

Special Instructions to Applicants

Notification to Applicants The Chabot-Las Positas Community College District reserves the right to close or not fill any advertised position

Instructions for Personal Qualifications Statement The purpose of the personal qualifications statement is for you to provide information on how your education and experience relate to the requirements and duties of the position. There is no form to complete. Applicants are requested to provide their personal qualifications statement by uploading a document, the same way as you do for your cover letter.

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed To Apply

Required Documents

1. Resume
2. Cover Letter
3. Transcripts/Credentials/Licenses
4. Personal Qualifications Statement

Optional Documents

1. Other Document