

**SUPERINTENDENT/PRESIDENT**  
Executive Designation

**DEFINITION**

The Superintendent/President of the San Luis Obispo County Community College District/Cuesta College shall assume and perform all of the duties and exercise all of the powers conferred upon superintendents/presidents of community colleges in the State of California by law and by administrative rules and policies adopted by the State of California and its administrative agencies, the United States Government and its administrative agencies, and the College District Board of Trustees; and such other duties and responsibilities as may be assigned or delegated to him/her by the Board.

**POWERS, DUTIES AND RESPONSIBILITIES**

The Board has primary responsibility for formulating and adopting District policies, priorities, and goals. The Superintendent/President, as Chief Executive Officer, is responsible for executing District policies and implementing identified goals through the day-to-day management of the District; for organizing, reorganizing, and arranging the administrative and supervisory staff, including instruction, administrative and student services in a manner which, in his/her judgment would best serve the District, and for all personnel matters including selection, assignment, transfer, performance evaluation, and discipline of employees, subject to approval by the Board.

**DISTINGUISHING CHARACTERISTICS**

The Superintendent/President is required to exercise broad discretionary power, within the framework of policy established by the Board, to carry out duties and responsibilities and direct the overall operation and general administration of the District.

**ESSENTIAL FUNCTIONS**

- Provide leadership for academic excellence and student success;
- Administer the instructional, student services, and business affairs of the District;
- Direct the review of Board policies and make recommendations for changes;
- Promote and endeavor to maintain a positive District image in the community and establish and maintain sound working relationships with other educational and governmental agencies;
- Obtain Board input on development of the agenda; review, modify, and determine appropriate recommendations and reports for submission to the Board (for action or information); maintain minutes and records of all Board meetings; handle correspondence of the Board in accordance with procedures adopted by the Board;
- Obtain input from the Board on preparation of the annual budget and long-range financial projections for the District; submit to the Board for study and approval the annual budget and long-range financial plans for the District. Administer the budget as approved and advise the Board of all possible sources of funds that might be available to implement present or contemplated District programs;
- Provide for the development and improvement of facilities and grounds;
- Serve as the Board designated representative with respect to all matters concerning employer/employee issues;
- Provide leadership in annual and long-range planning, evaluation of outcomes, improvement of planning, programming, and operations; and establish District and College goals and

monitor progress toward these goals by insuring that educational, fiscal, and facilities plans are developed for Board action and implemented following such action;

- Direct, coordinate and provide overall leadership for all the programs of the District, including curriculum, instruction, finance, business administration, resource development, maintenance and operations, student services, personnel administration and employer/employee relations;
- Recommend and bear ultimate responsibility for implementing District Rules and Regulations related to fiscal management, educational programs, student services, physical plant and facilities; organizational structure and staffing including the appointment, evaluation, assignment, compensation, transfer, and termination of all District personnel;
- Inform and consult with the Board to provide leadership in advocacy with the legislature and local governments. As executive officer of the Board, serve as official spokesperson on matters relating to Board policy and provide official responses to inquiries relating to Board policy and action;
- Evaluate, or cause to be evaluated, employees as provided for by California Law, Board policies and collective bargaining agreements and issue notices of unprofessional conduct and/or incompetency pursuant to Education Code, Section 87734;
- In cooperation with the Board and staff members, represent the District in the community by interpreting the community college educational program to the public, business organizations, the media, governmental entities, other institutions, and community agencies;
- Enter into contracts for and on behalf of the District to the extent permitted by law;
- Provide for continued accreditation with, and membership in, appropriate agencies and associations;
- Establish and maintain accurate and complete records required by state, federal, and local law, including the proper accounting for any and all funds that come under the control of the Board, and the proper accounting of student attendance;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

**DUTIES REQUIRE THE ABILITY TO:**

- see for the purpose of reading and understanding regulations, laws and codes, rules and policies, and other printed matter;
- hear and understand speech at normal levels;
- speak so that others will be able to understand a normal in-person and telephone conversation;
- sit or stand for extended periods of time;
- lift and/or carry 25 pounds;
- exert manual dexterity sufficient for keyboard and other office equipment operation.

## **DESIRABLE QUALIFICATIONS**

### **Education:**

- Master's Degree from an accredited college or university is required. An earned doctorate is preferred.

### **Experience:**

- A minimum of three years of postsecondary faculty (teaching, library, student services) experience is desirable. Community college faculty experience is a plus.
- Evidence of successful and increasingly responsible leadership experience in postsecondary education up to the vice president or senior dean level, or equivalent, is desirable.
- Exemplary management or administrative leadership experience, not in a postsecondary education setting but predictive of success, may be considered.

### **Knowledge of:**

- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct English usage: grammar, spelling, vocabulary and punctuation.

Board of Trustees Approval: 10/01/2003

**ASSISTANT SUPERINTENDENT/VICE PRESIDENT, ACADEMIC AFFAIRS**  
(Executive Management Designation)  
(Administrative Salary Schedule)

**DEFINITION**

Under the general direction of the Superintendent/President the Assistant Superintendent/Vice President, Academic Affairs, as the Chief Instructional Officer, shall administer the District's Academic Affairs programs and services, and coordinate with Student Services, in support of the SLOCCCD/Cuesta College mission.

**DISTINGUISHING CHARACTERISTICS**

The Assistant Superintendent/Vice President, Academic Affairs (AS/VPAA) is distinguished by working directly with the Superintendent/President, Assistant Superintendent/Vice President, Student Services and College Centers (AS/VPSS) and the Assistant Superintendent/Vice President, Administrative Services (AS/VPAS) to lead the District and College in achieving its vision, mission, values, goals, plans, and academic affairs outcomes and institutional effectiveness. The AS/VPAA is responsible for directing the development, implementation, evaluation, and improvement of instructional programs and services. In addition to primary responsibility for the development and assessment of academic affairs outcomes and institutional effectiveness, the AS/VPAA oversees faculty performance evaluation and tenure, program review, collective bargaining agreement administration, and serves as the accreditation liaison officer.

The incumbent supports Institutional Effectiveness and Academic Affairs Outcomes by providing leadership and coordination of all the instructional programs and activities, including credit, non-credit and fee based. The incumbent will also provide leadership in a district-wide on-going self reflective dialogue that integrates the elements of the Accreditation (ACCJC) Standards to provide a complete view of the institution that is needed, to verify integrity, and to promote quality and improvement.

**ESSENTIAL FUNCTIONS**

- Direct and supervise the work of the Office of Academic Affairs, the Deans of Academic Affairs, and the Director of Library Learning Resources, and Distance Education;
- Plan and lead the instructional program (credit, non-credit, not-for credit, fee based) of the College in accordance with established philosophy and policies;
- Learn and maintain current knowledge of State and Federal laws and regulations related to education, and ensure District compliance with laws and statutes affecting the District's educational program;
- Serve as the accreditation liaison officer to the Accrediting Commission for Community and Junior Colleges and coordinate accreditation self-studies and other documents necessary for continuing and/or renewing accreditation;
- Ensure compliance with Board policies and procedures, recommend revisions to those policies and procedures related to the educational program, and assist in developing new or revised policies to improve the performance of the District and College;
- Develop the annual cluster plan for Academic Affairs (Instruction), oversee the development of Institutional Program Planning and Review (IPPR) by Arts/Humanities/Social Sciences,

Sciences/Math/Nursing and Allied Health/Kinesiology/Health Sciences/Athletics, Workforce and Economic Development, and Library/Learning Resources and Distance Education;

- Administer the program review processes including the development and assessment of Student Learning Outcomes and student achievement indicators and the implementation of identified improvements;
- Oversee the achievement of institutional goals and objectives as reported in the Educational Master Plan Addendum and the Strategic Plan, respectively;
- Lead the development, implementation, and assessment of Academic Affairs and Program Outcomes for all instructional programs and services, and assist in implementing and assessing Institutional Effectiveness Outcomes;
- Oversee, facilitate and manage curriculum development as well as ensure proper reporting for the District;
- Oversee the delivery of educational programs and services on-line and at all locations and assure that comparable services are provided for all locations and distance education;
- Supervise and coordinate the development of each semester's schedule of classes and final exams;
- Direct the development and production of the College Catalog;
- Plan and secure adoption of the academic year calendar;
- Initiate and coordinate program reviews;
- Develop and/or assist in the development of reports, questionnaires, and surveys concerning the educational program;
- Recommend the employment, retention, promotion, dismissal, disciplinary action, and/or leave for staff in Academic Affairs;
- Supervise academic personnel;
- Direct the faculty evaluation and tenure processes (in compliance with the collective bargaining agreement and California Education Code);
- Direct, supervise and evaluate the performance of classified personnel in the Office of Academic Affairs;
- Supervise implementation of the performance evaluation system for academic employees;
- Lead the orientation of new full and part-time faculty and update the faculty manuals;
- Support a program of professional development for Academic Affairs managerial, classified and academic personnel;
- Collaborate with the Academic Senate president or designee on programs specific for the professional development of faculty and other academic employees;
- Assist in the promotion and marketing of all College educational programs;
- Assist in the development and implementation of the District's Educational and Facilities Master Plan;
- Ensure that grants and instructional service agreements are consistent with the mission of the district and the objectives of institutional programs and is implemented with integrity in a manner consistent with the intended purpose of the funding sources;
- Assist in developing plans and specifications for all new buildings and/or remodeling projects in instruction and assist with facilities planning for the District;
- Assist Deans and Assistant Superintendent/Vice President of Student Services in providing for the administration of the student judicial process;
- Assist in the preparation of proposals for negotiations, serve on District negotiating teams as requested and ensure compliance with collective bargaining agreements in all instructional programs;
- Assist the College Foundation in relationship building and resource development;

- Represent the District on regional and state committees; participate in professional development opportunities; and model continuous learning and improvement;
- Represent the District at national, regional, and state activities related to Academic Affairs programs including serving on ACCJC/WASC accreditation site visits;
- Develop and maintain positive relationships with diverse community groups and service organizations in matters relating to instructional programs;
- Serve on Superintendent/President's Cabinet, co-chair the District College Council, and serve on or lead other participatory governance committees, as assigned;
- Serve as the Acting Superintendent/President in the absence of the Superintendent/President;
- Communicate effectively orally and in writing;
- Perform other job-related duties as assigned by the Superintendent/President.

**Duties may require the ability to:**

- Apply well-developed management, supervision and organizational abilities;
- Demonstrate cultural competency;
- Interpret and effectively apply laws, regulations, principles, methods and techniques in Academic Affairs managing the budget, accreditation, program development and evaluation;
- Perform technical and statistical work, including data analysis;
- Direct, supervise, train, mentor and evaluate the performance of employees and develop teamwork within and outside of Academic Affairs;
- Evaluate the work of personnel and maintain effective working relationships;
- Perform, under pressure of deadlines, competing demands on time and resources, with existing resources;
- Draft policy and contract language;
- Develop and deliver speeches to the campus community, community groups, professional conferences, and state meetings;
- Demonstrate good interviewing techniques;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

**QUALIFICATIONS**

**Education:**

Required

- Master's Degree in field related to Academic Affairs from an accredited college or university.

Preferred

- Doctorate Degree

**Experience:**

Required

- Management experience at least at the Dean's level;
- Research, planning, organizational, and motivational skills;

- Facilitation skills.

Preferred

- Community college management experience.

**Or any equivalent combination of education and experience.**

**Knowledge of:**

- Accreditation Eligibility Requirements, Policies and Standards;
- Principles and practices of administration;
- Principles and practices of Academic Affairs functions;
- State and Federal regulations and statutes related to Education in California, including but not limited to: California Education Code/Title V, State and Federal aid programs, budget control, matriculation and program review;
- Pedagogy;
- Board practices;
- Communication techniques;
- Labor contract issues;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

**Physical ability to:**

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

**SUPERVISION EXERCISED:**

Reporting to the Assistant Superintendent/Vice President of Academic Affairs are the Deans of Academic Affairs; Director of Library/Learning Resources, and Distance Education; faculty and support staff.

**License and Certificates:**

- Valid driver's license and eligible to obtain California driver's license upon hire.

Approved: 04/07/04, 02/06/08

Revised: 1/25/2008; 04/01/2011; 12/01/2012

BOT Approved: 02/06/2008, 04/01/2011, 01/08/2013

**ASSISTANT SUPERINTENDENT/VICE PRESIDENT, STUDENT SERVICES  
AND COLLEGE CENTERS**

(Executive Management Designation)  
(Administrative Salary Schedule)

**DEFINITION**

Under the general direction of the Superintendent/President, administer the District's Student Services programs to optimize student access and success and to partner with Academic Affairs in support of the SLOCCCD/Cuesta College mission.

**DISTINGUISHING CHARACTERISTICS**

The Assistant Superintendent/Vice President, Student Services and College Centers (AS/VPSS) is distinguished by working directly with the Superintendent/President, Assistant Superintendent/Vice President, Academic Affairs (AS/VPAA), and Assistant Superintendent/Vice President, Administrative Services (AS/VPAS) to lead the District and College in achieving its vision, mission, values, goals, plans, and student learning and institutional effectiveness outcomes. The AS/VPSS is responsible for ensuring that Student Services provide specialized support, in collaboration with the Assistant Superintendent/Vice President, Academic Affairs (AS/VPAA), to optimize students' ability to achieve their academic goals and obtain the assistance they need to complete an AA/AS degree, transfer, and/or skills for employment. The AS/VPSS provides leadership for and manages, directly or indirectly, the following SLOCCCD Student Support Services and College programs:

Admissions and Records	High School and College/ University Relations
Articulation	
City/Community Relations	Matriculation
Commencement	Re-Entry
Counseling Services	Student Complaints/Grievances
Cultural Center	Student Judicial Process
Disabled Student Programs and Services (DSPS)	Student Health Services
Enrollment Management	Student Life and Leadership
Extended Opportunity Program and Services/Cooperative Agencies and Resources for Education (EOPS/CARE)	Student Outreach
Financial Aid and Scholarships	Transfer Center
	University Partners
	Veterans Services

The incumbent supports Student Learning Outcomes and Institutional Effectiveness by providing leadership in district-wide on-going, self reflective dialogue that integrates the elements of Accreditation (ACCJC) Standards to provide a complete view of the institution and to promote quality and improvement in Student Services.

**ESSENTIAL FUNCTIONS**

- Lead and coordinate all operational activities related to Student Services throughout the District;



- Develop, assess, improve and implement programs, plans, and procedures for Student Services;
- Oversee the delivery of Student Services programs and services on-line and at the North County Campus and South County Center and assure that comparable services are provided for all locations and distance education;
- Stay current in knowledge of legislation, emerging issues, and best practices that relate to Student Services and student success;
- Compile and assess data and maintain adequate documentation for internal analysis, reports, and plans for Student Services, as required by the District and external organizations for planning and decision-making;
- Lead the development of the annual Student Services Cluster Plan, oversee the development of Institutional Program Planning and Review (IPPR) by each program in Student Services, ensure that the adopted goals and priorities for the District are incorporated into annual planning in Student Services, and assist in achieving institutional objectives as reported in the annual Progress Report for the Strategic Plan;
- Administer Student Services program review processes including the development and assessment of Student Learning Outcomes and student achievement indicators and the implementation of identified improvements;
- Administer the student judicial process, and student complaint/grievance process and regulations for students and communicate processes to the college at large;
- Lead the development and update of the Enrollment Management Plan for the District to achieve FTEs targets and tie enrollment planning with college-wide budget and planning processes;
- Direct or oversee additions, changes and revisions to the curriculum of Student Services programs;
- Recommend institutional policy and supervise development of revisions to or new policies and procedures related to Student Services;
- Direct and oversee the development and management of grants and special contracts related to Student Services;
- Lead or oversee Student Services in the research and implementation of technology applications that improve efficiencies of programs and student goal achievement;
- Develop, submit, and monitor the annual budgets for Student Services;
- Develop and present to the Board of Trustees, policy revisions and additions, reports, and action items related to area of responsibility;
- Convene regular Students Services manager and staff meetings and provide opportunities for staff and manager professional development;
- Confer with Management Senate and CCCUE to develop professional development programs for Student Services managers and classified personnel;
- Collaborate with the Academic Senate Faculty Professional Development Committee on programs specific to the professional development of faculty and other academic employees;
- Recommend the employment, retention, promotion, dismissal, disciplinary action, and/or leave for staff in Student Services;
- Coordinate and supervise the College's annual graduation preparation, student honors and awards, and commencement ceremony;
- Develop and maintain positive relationships with high schools, colleges and universities on matters related to articulation, admissions, transfer course approval and university partnerships and high school facility rental/usage;

- Develop and maintain positive relationships with diverse community groups and service organizations on matters related to enrollment and program information;
- Serve as a resource within the College, region and state to provide information on the many aspects of Student Services, special needs of students, and ways in which student success could be enhanced by changes in college, community, or state programs and policies;
- Participate in problem solving of district-wide issues, as well as those specific to campuses and centers;
- Represent the District on regional and state committees; participate in professional development opportunities; and model continuous learning and improvement;
- Represent the District at national, regional and state activities related to Student Services programs including serving on ACCJC/WASC accreditation site visits;
- Represent the District to appropriate city/chamber/regional committees or activities;
- Serve on the Superintendent/President's Cabinet, College governance committees, and/or District negotiating teams, as requested by the Superintendent/President;
- Assist in developing plans and specifications for all new buildings and/or remodeling projects in Student Services and assist with facilities planning for the District;
- Assist in the development of proposals for negotiations with the classified and faculty bargaining units and ensure that the collective bargaining agreements, as they apply to faculty and staff in the Office of Student Services, are implemented correctly;
- Assist the Cuesta Foundation in relationship building and resource development;
- Serve as Acting Superintendent/President in the absence of the Superintendent/President;
- Communicate effectively orally and in writing;
- Perform other job-related duties as assigned by the Superintendent/President.

**Duties may require the ability to:**

- Apply well-developed management, supervision and organizational abilities;
- Interpret and effectively apply laws, regulations, principles, methods and techniques in Student Services budget management, accreditation, student success, program development and evaluation;
- Interpret and follow State and Federal regulations pursuant to budget and accounting, program development and review, student rights and due process, and personnel evaluation;
- Perform technical and statistical work, including data analysis;
- Direct, supervise, train, mentor and evaluate the performance of employees and develop teamwork within and outside of Student Services;
- Evaluate the work of personnel and maintain effective working relationships;
- Perform under pressure of deadlines, competing demands on time and resources, with existing resources;
- Draft policy and contract language;
- Develop and deliver speeches to the campus community, community groups, professional conferences, and state meetings;
- Demonstrate good interviewing techniques;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

## **QUALIFICATIONS**

### **Education:**

Required

- Master's Degree in field related to Student Services from an accredited college or university.

Preferred

- Doctorate

### **Experience:**

Required

- Management experience Student Services, or related instructional program, at least at the Dean's level;
- Research, planning, organizational, and motivational skills;
- Facilitation skills.

Preferred

- Community college management experience.

**Or any equivalent combination of education and experience.**

### **Knowledge of:**

- Accreditation Eligibility Requirements, Policies and Standards;
- Principles and practices of administration;
- Principles and practices of Student Services functions;
- State and Federal regulations and statutes related to area of responsibility including, but not limited to: California Education Code/Title V, State and Federal student aid, matriculation, program review and California education budget accounting systems;
- Techniques in counseling;
- Board practices;
- Communication techniques;
- Labor contract issues;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

### **Physical ability to:**

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

**SUPERVISION EXERCISED:**

Reporting to the Assistant Superintendent/Vice President of Student Services is the Dean of Student Services; Executive Dean of North County Campus and South County Center; Director, Counseling Services; Director, Admissions and Records; Coordinator, Health Services; Coordinator, Student Life and Leadership, and support staff.

**License and Certificates:**

Required

- Valid driver's license and eligible to obtain California driver's license upon hire.

Approved: 4/7/04, 02/06/2008

Revised: 1/25/2008; 12/01/2012

Board of Trustees Approval: 02/06/2008; 01/08/2013

## **ASSISTANT SUPERINTENDENT/VICE PRESIDENT, ADMINISTRATIVE SERVICES**

(Executive Management Designation)  
(Administrative Annual Salary Schedule)

### **DEFINITION**

Under the general direction of the Superintendent/President the Assistant Superintendent/Vice President, Administrative Services (AS/VPAS) is the Chief Business Officer of the District that provides direction and leadership for a wide range of administrative and business services in support of the vision, mission and values. The AS/VPAS works with the Board of Trustees, the college President, managers, faculty staff and students to build effective ways to support success. The AS/VPAS is responsible for development and administration of the District's budget, facilities planning and management, general services, maintenance and operations and auxiliary services.

### **DISTINGUISHING CHARACTERISTICS**

The Assistant Superintendent/Vice President, Administrative Services is distinguished by working directly with the Superintendent/President, Assistant Superintendent/Vice President, Student Learning, and Assistant Superintendent/Vice President, Student Services to lead the District in achieving its vision, mission, values, goals, plans, and student learning and institutional effectiveness outcomes.

The incumbent supports Student Learning Outcomes and Institutional Effectiveness by providing leadership and coordination of all the student programs and services by utilizing the District's resources to support successful student learning.

### **Essential Functions:**

- Assist the Superintendent/President as needed in the administration of the District.
- Assist the Superintendent/President in developing and maintaining all administrative services of the District.
- Administer the business functions of the District in the areas of:
  - General accounting: payroll, accounts, employee benefits, and auditing;
  - Budget development;
  - Budget accounting: compilation, evaluation, control;
  - Income, regular and special: application, reporting, estimating state apportionment, local tax levy, federal public laws;
  - Insurance: oversee insurance programs for the District which includes employee health, District liabilities and personal property;
  - Serving on the Joint Powers Agency Board of Directors;
  - General Services: purchasing, mail and telephone, reprographics, receiving and disbursement.
- Oversee aspects of Maintenance, Operations and Grounds:
  - Physical Properties: inventory and control of equipment and physical properties;
  - Real Property: management and purchase of property for District use;
  - Maintenance: repair and maintenance of District buildings, equipment, and grounds; cleaning, heating, lighting of District facilities, and provision of utilities, energy management, and services;

- Transportation: student and athletic team transportation when charged to District funds;
- Facility Planning: District facility master planning, annual planning, development of Five-Year Capital Outlay Plans as requested by the Chancellor's Office;
  - Planning for District space needs and facilities renovation and construction;
  - New Construction: communications between architects, contractors, and college administration;
- Oversee the operation of the following services:
  - District Information Technology;
  - College Bookstore;
  - College food service contract;
  - District Police and College Safety Services.
- Develop and present reports and recommendations for Board of Trustees, President's Cabinet, College Budget and Planning Committee, and others as needed relative to the functions of Administrative Services;
- Select and evaluate the work of classified personnel for the Administrative Services cluster.
- Lead or serve on District standing committees as assigned;
- Present and interpret the College to the community through:
  - Community contacts and participation in county, city, educational, and business planning, and development;
  - Membership in community organizations;
  - Participation in California Community College Chief Budget Officers, the Facilities Coalition, and other State organizations as appropriate.
- Recommend institutional policy and supervise development of revisions to or new policies and procedures related to the Administrative Services;
- Develop, submit, and monitor the annual budgets for Administrative Services;
- Develop and present to the Board of Trustees, policy revisions and additions, reports, and action items related to area of responsibility;
- Assist in the development of proposals for negotiations with the classified and faculty bargaining units and ensure that the collective bargaining agreements, as they apply to faculty and staff are implemented correctly;
- Recommend staff for employment, retention, promotion, dismissal, disciplinary action, and/or leave for staff within Administrative Services department;
- Serve on the Superintendent/President's Cabinet, College governance committees, and/or District negotiating teams, as requested by the Superintendent/President;
- Serve as Acting Superintendent/President in the absence of the Superintendent/President;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other job-related duties as assigned by the Superintendent/President.

**Duties may require the ability to:**

- Apply well-developed management, supervision and organizational abilities;
- Demonstrate cultural competency;
- Interpret and effectively apply laws, regulations, principles, methods and techniques in Student Learning managing the budget;
- Ability to write and present reports;

- Perform technical and statistical work, including data analysis;
- Direct, supervise, train, mentor and evaluate the performance of employees and develop teamwork within and outside the area of Administrative Services;
- Evaluate the work of personnel and maintain effective working relationships;
- Exercise leadership and maintain good working relationships with faculty, staff, and students;
- Effectively manage priorities in a large, complex, and diverse operational unit;
- Draft policy and contract language;
- Develop and deliver speeches to the campus community, community groups, professional conferences, and state meetings;
- Demonstrate good interviewing techniques;
- Understand and carry out oral and written direction;
- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

**Qualifications:**

Required

- Masters in Business, Public Administration or related area from an accredited college or university or a Bachelor's in a Business related field and Masters in Educational Administration.

Preferred

- Doctorate

**Experience:**

Required

- Five (5) years experience in management in an educational environment with budgeting, accounting, payroll, and auditing responsibilities;
- Auxiliary service experience in purchasing, information technology, risk management, facilities, and contract administration;
- Research, planning, organizational, and motivational skills;
- Facilitation skills.

Preferred

- Community college management experience.

**Knowledge of and experience with:**

- Generally Accepted Accounting Principles (GAAP);
- Principles and procedures of Governmental and Fund Accounting;
- Pertinent federal, state and local laws, codes and regulations;
- Applicable provisions of the California Education Code;

- State Budget and Accounting Manual;
- Understanding of accounting and budgeting principles as related to fund accounting;
- California Education Code and Title 5 Code of Regulations;
- Facilities planning;
- Risk management;
- Collective bargaining and labor contract issues;
- California Community College program based funding;
- Administrative computing services;
- Principles and practices of administration;
- State and Federal regulations and statutes related to area of responsibility including, development and administration of the District's budget, facilities planning and management, general services, and maintenance and operations;
- Techniques in counseling;
- Communication techniques;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation and integrated accounting software;
- Correct English usage: grammar, spelling, vocabulary, and punctuation;
- District policies and procedures and board practices.

**SUPERVISION EXERCISED:**

Reporting to the Assistant Superintendent/Vice President of Administrative Services:

Director, Bookstore  
 Director, Computer Services  
 Director, Facilities Planning and Construction  
 Director, General Services  
 Director, Fiscal Services  
 Director, Police and College Safety Services  
 Director, Maintenance Operations & Grounds

Approved: 06/07/1995, 08/05/2009  
 Revised: 01/25/2001, 08/05/2009