

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 Superintendent/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, fiscal services, public safety, risk management, information systems and technology, general services, maintenance and operations, bookstore 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, Academic Affairs, 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, Administrative Services 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;
 - Risk management;
 - Serving on the Joint Powers Agency Board of Directors;
 - Bookstore and Auxiliary 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:
 - Information Systems;
 - Fiscal Services;
 - College Bookstore and Auxiliary Services;
 - College food service contract;
 - District Police and College Safety Services.
- Develop and present reports and recommendations for Board of Trustees, President's Cabinet, Planning and Budget Committee, and others as needed relative to the functions of Administrative Services;
- Select and evaluate personnel in the Administrative Services cluster.
- Lead or serve on the Cuesta College Foundation Board of Directors;
- Coordinate with the Cuesta College Foundation to promote Philanthropic contributions to the district/program;
- Develop grants with the appropriate district department(s);
- 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; and
- Perform other job-related duties as assigned by the Superintendent/President.

Knowledge of:

- 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/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
- District policies and procedures and board practices.

Ability to:

- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- 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.

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; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

SUPERVISION EXERCISED:

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

Director, Bookstore and Auxiliary Services

Executive Director, Information Systems

Director, Facilities Planning and Capital Projects

Director, Fiscal Services

Director, Police and College Safety Services

Education:

Required

Master's degree in business, accounting, public administration, finance, or a related area from an accredited college or university;

OR

Bachelor's degree in business, accounting, public administration, finance, or a related area and a Master's degree

Experience:

Required

Five (5) years' of increasingly responsible management experience in high-level administrative positions in business administration or finance.

Preferred

- Community college management experience.

License and Certificates (current within the last year):

Required

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

Board of Trustees Approval: 06/07/1995; 08/05/2009; 01/25/2001; 08/05/2009:08/06/2014; 11/04/2015