

PALOMAR COMMUNITY COLLEGE DISTRICT

ASSISTANT SUPERINTENDENT / VICE PRESIDENT FINANCE & ADMINISTRATIVE SERVICES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Administers and supervises all financial and business services, activities and programs for the District and provides professional leadership to Administrative Services Directors and staff; responsible for the District's financial management, assuming accountability for preparation and administration of the District's budget as well as long range planning affecting finance, facilities and operations; participates in shared governance activities as chair of and participant in a number of College planning and operational committees; responsible for all maintenance and operations of the District and for planning, operating and evaluating all administrative support services.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Superintendent/President and exercises supervision over the areas of Business Services, Facilities, Fiscal Services, Information Services, Payroll Services, and the Campus Police Department.

ESSENTIAL FUNCTIONS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Program Development and Direction

- Develop annual goals and objectives for the Division of Administrative Services.
- Develop the District budget; direct and assist all staff throughout the budget process; prepare District policy and procedures for budget; meet with staff, disseminate information, communicate with state and county agencies to determine revenue.
- Direct the departments that provide Administrative Services and Business Services.
 - Payroll Services
 - Fiscal Services
 - Information Services
 - Business Services
 - Contract Services
 - Mailroom
 - Purchasing Services
 - Creative Print Services
 - Warehouse
 - Campus Police
 - Facilities
 - Building Services
 - Custodial Services
 - Grounds Services
 - Facility Planning/
Environmental Health & Safety
 - Inventory Control
- Advise the Superintendent/President and the Governing Board on budget related matters and needed modifications throughout the year.

PALOMAR COMMUNITY COLLEGE DISTRICT

Assistant Superintendent/Vice President, Finance & Administrative Services (*Continued*)

- Provide reports to the Superintendent/President and the Governing Board on all financial matters.
- Facilitate the development and revision of Administrative Services programs and activities.
- Serve on the District's negotiating team.
- Direct and administer all activities concerning new construction and facility improvement and utilization.
- Administer other areas/tasks as assigned by the Superintendent/President and assume the duties and responsibilities of the Superintendent/President as requested by the Superintendent/President.

2. Administrative Responsibilities

- Develop, implement and monitor the overall budget for Administrative Services.
- Support, implement and promote compliance with the District's faculty and staff diversity plan in all aspects of employment and education with special attention to Title VII compliance and handicap access.
- Recommend appropriate levels of staff in all Administrative Services programs and activities.
- Participate in the selection of classified staff with Directors in consultation with Human Resource Services.
- Evaluate classified staff in accordance with approved Board policy and administrative procedures.
- Recommend employment, retention, dismissal, disciplinary action or leave of absence for classified staff.
- Insure that all Administrative Services professional and support staff are appropriately trained to provide a variety of services that contribute to the successful completion of the District's goals while contributing to the general welfare of District employees and students.
- Gather and provide employee, facility, financial and community data for District planning and decision making.

3. Leadership

- Represent and promote Administrative Services interests and needs in administrative decisions.
- Represent and promote the District's financial well-being and interests with all internal and external fiscal contacts.
- Maintain ongoing communications with the Faculty Senate, Administration Association, CCE/AFT and the Associated Student Government (ASG) to insure that Administrative Services is addressing the needs of all campus groups.
- Assist Directors in the development of goals and objectives that support the philosophy of Administrative Services as it applies to their specific and related responsibilities.

PALOMAR COMMUNITY COLLEGE DISTRICT
Assistant Superintendent/Vice President, Finance & Administrative Services (*Continued*)

4. Contacts and Liaison

- Coordinate the integration of the areas of safety, security and facilities planning with the Vice President of Instruction and the Vice President of Student Services.
- Develop open communications with Senior Administrators, Directors, Supervisors and other employees to provide advice and guidance on finances and receive appraisal of business operations on a continuing basis.
- Inform all college employees and students of services available and make the campus community aware of the value of Administrative Services to the District.
- Attend all meetings of the Governing Board.
- Consult appropriate legal counsel on interpretation and relevance of the local, state, regional and national agencies and organizations.
- Participate in shared governance through service on planning and/or operations committees and task forces including, but not limited to, the Administrative Services Planning Council and Benefits Committee.

QUALIFICATIONS

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
- Experience overseeing the following areas:
 - Fiscal services (including accounting, budgeting and payroll)
 - Information services
 - Facilities (including buildings and grounds, safety and facilities planning)
 - Business services (including risk management, purchasing and contracts)
 - Police department/campus security
 - Mail and duplication services
 - Print/creative services
- Demonstrated commitment to shared governance.
- Demonstrated ability to participate as both team leader and member.
- Demonstrated ability to lead strategic planning efforts and in making related resource allocations.
- Demonstrated experience leading and supporting innovative approaches to Administrative Services.
- Demonstrated ability to lead and represent a diverse Administrative Services staff.
- Experience which demonstrates an understanding of the necessity for close cooperation between Administrative Services and other areas of the College including Instruction, Student Services and Human Resource Services.
- Knowledge of laws, rules and regulations governing finance in California Community Colleges.
- Demonstrated ability to negotiate and collaborate with various elected officials on projects of common interest to the College and communities within the District.

PALOMAR COMMUNITY COLLEGE DISTRICT
Assistant Superintendent/Vice President, Finance & Administrative Services (*Continued*)

EDUCATION AND EXPERIENCE

A Master's degree from an accredited institution and a minimum of five years of full-time finance and business administration experience are required. Finance and business administration experience in higher education is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students and community members.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing and sitting for extended periods of time. Must be able to travel to other District locations.