

# **Imperial Valley College**

## **Vice President for Administrative Services**

### **DEFINITION:**

Under the direction of the Superintendent/President, serve as the Chief Business and Operations Officer (CBO) of the District in the technical organization and management of fiscal services and operations, including budget development and control, accounting, employee benefits, payroll, purchasing, contract and facility grant management, facilities development, maintenance and operations and/or related functions. As a direct report to the Superintendent/President, the Vice President may be assigned additional related responsibilities as part of the executive management team.

### **EXAMPLES OF DUTIES:**

- Is responsible for strategic financial plan development that sustains the fiscal health and stability of the District
- Is primarily responsible for revenue forecasting, budget development, planning, and allocation of District financial resources. Oversees development and monitoring of district budgets consistent with district goals and applicable laws; advises the college on fiscal implications of budgetary decisions.
- Oversees budgets for all programs supervised; provides for the internal allocation and regulation of funds through requisitions and internal adjustment of funds.
- Participates in policy development in matters of fiscal management and business operations.
- Manages operations and provides innovative leadership for the college and specific areas of responsibility.
- Selects, trains, supervises, and evaluates managers and other staff; coordinates the work of Administrative Services with other major college units.
- Coordinates the planning, development, and implementation of innovative approaches to fiscal management using technology, data management, or analysis to support the college's mission.
- Oversees facilities planning and maintenance and operations projects, including capital and bond funds, bid processes, award of contracts and general supervision of ongoing scheduled maintenance and new building projects.
- Effectively represents the college in the community.
- Participates in appropriate committees, conferences, seminars, and workshops.
- Directs the administration of District business services office, maintenance and operations, and purchasing.

- Monitors District expenditures to assure that fiscal activities comply with federal, state and local agency requirements.
- Makes recommendations to and assists the Superintendent/President in the formation and implementation of procedures and programs relating to business and general services.
- Is responsible for annual audit and special audits for all areas related to fiscal and business affairs.
- Serves on District negotiation team as required.
- Coordinates cooperative intergovernmental fiscal projects.
- Serves as liaison between Superintendent/President, architects and contractors.
- Performs other duties as assigned by the Superintendent/President.

**KNOWLEGDE, SKILLS AND ABILITIES:**

- Knowledge of public policy issues as they relate to California Community Colleges.
- Knowledge of and skill in finance and fund accounting, and the ability to apply both to California Community Colleges.
- Ability to develop financial strategies to support capital improvement projects and to fulfill institutional long-range planning goals.
- Ability to provide service to the educational operations of the District, developing and using the District's resources in an effective and prudent manner.
- Ability to lead.
- Ability to formulate and administer policies and procedures.
- Knowledge of laws and regulations governing California Community Colleges
- Ability to lead and work with a team and participatory governance.
- Experience with computerized information and financial systems and their use in analysis and reporting.
- Experienced in managing general obligations, bond fund and construction projects.
- Knowledge of financial operations of a California Community College.
- Ability to develop positive and effective working relationships with such groups as a faculty senate, President, Administration, staff, students, governmental and community representatives.
- Knowledge of integrated planning and development of resources and facilities.
- Demonstrated written and oral communication skills, including public speaking and presentations.

**MINIMUM QUALIFICATIONS:**

- A Master’s Degree from an accredited college or university with emphasis in business administration, finance management or related fields, OR, a Bachelor’s Degree, CPA License OR the equivalent AND at least five years of experience in financial management.
- Demonstrated administrative level leadership and experience.
- Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, culture, gender, sexual orientation, disability, and ethnic/racial backgrounds of community college students.

**WORKING CONDITIONS**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3  
Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**STATUS/RATIONALE**

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional services of the College and the District.