

**COMPTON COMMUNITY COLLEGE DISTRICT  
EL CAMINO COLLEGE - COMPTON COLLEGE**



**VICE PRESIDENT OF ADMINISTRATIVE SERVICES**

**FLSA: EXEMPT  
RANGE M7**

**POSITION DESCRIPTION:**

Under the direction of the President/Chief Executive Officer, the Vice President of Administrative Services provides overall leadership in planning, directing and evaluating the operational activities of the District including, but not limited to all aspects of financial services; business services; facilities including maintenance and operations; information systems; campus police services; bookstore and food services.

**ESSENTIAL DUTIES/FUNCTIONS:**

- Serve as financial advisor to the President/Chief Executive Officer and assure the integrity of financial accounting and reporting, while acting as custodian of all financial records and contracts for the District.
- Plan, organize and direct the Fiscal Services Division.
- Assure financial solvency of the District; establish monetary policy; develop business operating procedures.
- Develop the annual budget for the District. Assemble final budget for submission to the President/Chief Executive Officer; manage all phases of budgeting, to include control, development and revision.
- Act as Investment Officer for the District; monitor and review all investment activity; assure compliance with the District's investments policy and public funds investment laws, report investment activity to the President/Chief Executive Officer on a regular basis.
- Represent the college at a variety of meetings, committees and conferences.
- Solicit funds to support special interest programs and services of the District from industry, organizations, and individuals within the college community.
- Manage the Fiscal Services Division; assure proper control of warrants and signatures; direct activities necessary for payment of salaries to employees of the District.
- Develop, monitor and control the various funds of the District budget; calculate and compile income for the budget; review and interpret legislation affecting the budgeting process.
- Oversee the administration of contracts with outside vendors, the bidding and procurement procedures for goods and services and execute contract documents as authorized by the Board of Trustees.
- Direct facilities services; make recommendations and approve plans and specifications for construction and remodeling projects, work with appropriate State agencies to assure approval of various construction and remodeling projects; complete annual and long-term construction and facilities plans.

## **Page 2 - Vice President of Administrative Services**

- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
- Provide technical assistance and respond to inquiries of District staff regarding various fiscal matters; serve as liaison between the District and Superintendents of Schools.
- Coordinate accounting functions with various divisions; oversee accounts payable function to assure prompt payment of invoices; facilities; and Information Technology.
- Coordinate the collection of fees and tuition with other departments as appropriate.
- Direct the preparation of and prepare a variety of federal, State and County financial reports; assure reports are filed in a timely manner; maintain related files; prepare cost analysis reports; submit reports to appropriate Board, department or agency; maintain current knowledge of accounting and reporting requirements of specially-funded projects.
- Operate a computer and other office equipment as assigned.
- Communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Manage the Fiscal Services Division in preparation and control of the annual District budget, monthly financial statements, collection and disbursement of funds and dissemination of fiscal information to the Campus community.
- Recommend agenda items for Board approval; attend regular meetings and closed sessions as requested; prepare Administrative Services board agenda and supporting material for the President/Chief Executive Officer; recommend new policies or amendments to existing policy to the President/Chief Executive Officer; provide information and data as requested
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Budget preparation and control.
- Accounting, budget and fiscal practices and procedures.
- Budget concepts, principles and practices.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Federal/State/Local Laws and court decisions relating to California school accounting, financial transactions/reporting/compliance requirements.
- Principles and practices of financial management, personnel management.
- Principles of business law and contracts.
- Principles and techniques of management analysis and program evaluation.
- Purpose, functions, policies, operating systems, and programs of administrative units of the District.
- Governmental agencies, legislative processes, personnel, funding processes/requirements.

#### **ABILITY TO:**

- Supervise and evaluate the performance of assigned staff.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.

### **Page 3 - Vice President of Administrative Services**

- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical report.
- Read, analyze and interpret complex and detailed verbal narrative and statistical data using good judgment.
- Work cooperatively with colleagues and staff at all levels.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited four-year college or university with a Bachelor's degree in finance, accounting, business administration or related field **AND**
- Five years in an increasingly responsible accounting or finance experience in a full-time, paid management or administrative-level position with responsibility for managing/administering the business operations of a public agency or private organization.

#### **LICENSE AND OTHER REQUIREMENTS:**

- Valid California driver's license

#### **WORKING CONDITIONS:**

- Travel within and outside of the District in performing responsibilities and functions.
- Office work environment.
- Attendance at multiple meetings.
- Extended periods of sitting.