



# EL CAMINO COLLEGE

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

Classification: Classified Administrator  
Salary Range: 1

Retirement Type: PERS\*  
Revised/Board Approval: February 19, 2025

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### **KEY ROLES/RESPONSIBILITIES**

Exercise overall leadership of the Administrative Services Area, providing functional supervision over assigned areas and positions. Provide vision and leadership to develop, organize, and implement the Administrative Services Area's goals and objectives; plan, develop, organize, schedule, direct, improve and evaluate the area's programs, services, and activities; and provide oversight, development, and coordination of all elements of the Administrative Services Area, including financial planning, management, and reporting; budgeting; business services; capital project funding, design, and construction; facilities planning, maintenance, operations, and campus police services; parking services, emergency operations, information systems; purchasing; workers compensation, risk management; and auxiliary services.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the College; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among the Administrative Services staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation. Recommend personnel actions for the Administrative Services Area to the Superintendent/President and relevant agenda items for the Board of Trustees. Serve as the Board's designee on matters related to areas of responsibility. Represent the Superintendent/President, the Board, and the College Administrative Services matters and promote partnerships with local businesses and the community.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receive executive direction from the Superintendent/President.
- Supervise and evaluate the performance of assigned staff, interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions to the Superintendent/President.
- Review and recommend staffing patterns, approve goals and performance objectives for assigned personnel.
- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements for faculty and staff.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disabilities, and ethnic backgrounds of community college students, faculty, and staff.

## **REPRESENTATIVE DUTIES**

*The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

### **I. LEADERSHIP**

1. Lead, direct, and approve the planning, development, organization, scheduling, direction, performance, and evaluation of programs and services of assigned departments. Lead and manage change within the Administrative Services Area and across the College as directed.
2. Demonstrate effective leadership in long-range planning, program review activities, and resource development. Promote transparency within and among Areas, Divisions, and Departments of the College.
3. Participate actively in the life of the College, including governance processes and initiatives by serving on or leading College committees, workgroups, task forces, and councils as assigned.
4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy. Provide overall supervision of the preparation and implementation of the Administrative Services Area's budget.
5. Provide vision, leadership, and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure ongoing fiscal, physical, and technological sustainability of the College.
6. Support student learning using a variety of effective instructional methods, educational technologies, and college resources.
7. Demonstrate full accountability for effective and efficient utilization of resources. Identify opportunities for improvement and implement actions to strengthen services to students and the campus community.
8. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility and Anti-racism.
9. Serve as Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

### **II. FUNCTIONAL RESPONSIBILITIES: RESOURCE PLANNING**

1. Serve as the chief advisor to the Superintendent/President on strategic matters related to budget development, finance administration, facilities services, police services, parking services, facilities operations, property maintenance, property management, safety, purchasing, information systems, and other administrative concerns. Provide administrative guidance to the Superintendent/President in developing and implementing strategic plans, goals, objectives, policies, and priorities.
2. Recommend agenda items for Board approval; attend regular meetings and closed sessions as requested; prepare Administrative Services board agenda and supporting materials for the Superintendent/President; recommend new policies or amendments to existing policy to the Superintendent/President; provide information and data to support decision making as requested.

3. Direct the administration of various College budgets; coordinate the development of the annual College budget for expenditures with other Vice Presidents; execute budgetary documents as authorized by the Board, and assure the College maintains a balanced budget within authorized spending programs.
4. Work closely with Vice Presidents and others on short and long-term FTES plans and strategies.
5. Coordinate and supervise legal matters for assigned areas and departments. Make recommendations to the Superintendent/President regarding employment of outside legal consultants and represent the College with legal counsel in various legal actions for and against the College as assigned.
6. Provide leadership and guidance to all aspects of the Administrative Services Area resource planning process, including budgeting, tracking, and reporting. Oversee the ongoing review of administrative systems and processes across the college to improve efficiencies or flow of work.
7. Oversee the planning, organization, and supervision of the personnel and activities of the Administrative Services Area, including Accounting, Accounts Payable, Payroll, Auxiliary Services (Bookstore, contracted dining, event services and facilities rentals), Business Services, Capital Projects, Event Operations, Facilities Operations and Maintenance, Campus Police Services, Information Technology, Purchasing, and Risk Management/Workplace Safety (including workers compensation, insurance, OSHA regulations, and workplace/ADA accommodations).
8. Develop and implement an effective, efficient, and legally compliant Capital Project Plan, including funding sources.
9. Coordinate resource planning activities involving all Areas, Divisions, and Departments of the College. Serve on College committees, task forces and other work groups; provide technical expertise concerning the College's Capital, Fiscal, and Infrastructure Programs.
10. Provide appropriate financial modeling for administration of capital asset financing for cash flow and expenditures, debt management and financing needs, debt ratings, and relationship management.
11. Provide effective management of the College's investment program. Assure funds not needed for current operation are invested in accordance with County, State, and federal requirements. Provide oversight and recommendations regarding the management of institutional funds for OPEB and other obligations as assigned.
12. Provide effective management and control of the College's insurance program; analyze, review and purchase insurance to assure the College, Board, and employees are adequately protected and covered for contingencies associated with operation of a community college.
13. Advise administration and the Board of Trustees on labor and employee relations costs during negotiations; interpret financial provisions of negotiated contracts and ensure that employment-related actions are in conformance with negotiated agreements and applicable laws and regulations.
14. Prepare and maintain of a variety of narrative, financial, and statistical models, projections, reports, files and records as required by the Superintendent / President. Oversees the preparation of materials and reports and makes presentations.

**FUNCTIONAL RESPONSIBILITIES: RESOURCE DELIVERY**

1. Provide leadership over, monitor, and improve the delivery of Administrative Services throughout the College. Promote a work environment that supports high performance teamwork, collaboration, continuous process and individual/employee improvement, and ongoing sustainability of College resources.
2. Lead, support, and enable institutional effectiveness by providing the fiscal, physical, and technological infrastructure that serves as the foundation for student success, effective academic programs, and productive community partnerships.
3. Ensure the fiscal integrity of the College to promote and empower student learning, success, and self-advocacy. Participate in institutional and financial strategy discussions at the outset to ensure appropriate resources are available.
4. Direct the Capital financing needs of the College for all existing and future Bond Issuance, borrowings, and payments as required. Oversee all Capital construction projects from all funding authorities and sources. Ensure effective management of capital projects.
5. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities. Serve as a resource to District negotiation teams. Be alert for and effectively manage trouble spots in service areas.
6. Serve as a primary College advisor/liaison with legal authorities to resolve issues within the Administrative Services Area, including those related to local, county, state, and federal authorities.
7. Oversee the effective functioning and coordination of the College's full responsibilities of Fiscal Services, including Purchasing, Risk Management and Insurance, Budgeting and Reporting, Accounting, General Ledger, and Accounts Payable, and Payroll.
8. Oversee the effective and efficient delivery of Facilities Operations and Maintenance functions. Make recommendations and approve plans and specifications for capital construction and remodeling projects, either provided by Facilities O&M or contracted out. Work with appropriate State agencies to assure approval of various construction and remodeling projects; complete annual and long-term construction and facilities plans; and ensure timely completion of projects.
9. Oversee the management and administration of contracts with outside vendors, the bidding and procurement procedures for goods and services, and execute contract documents as authorized by the Board.

**FUNCTIONAL RESPONSIBILITIES: RESOURCE ACCOUNTABILITY**

1. Provide timely and accurate financial information to the Board, Superintendent/President, and senior College administrators. Interpret policies and regulations and determine appropriate courses of action in unusual and complex circumstances. Demonstrate effective stewardship through continuous monitoring and reporting of fiscal, physical, and technological resources. Oversee effective management of the College's intellectual property rights.
2. Oversee the District's internal and external auditing program; recommend the employment of external auditors; assure program complies with related regulations. Ensure appropriate internal controls are in place and monitored.

3. Ensure that all programs, services, activities, events, and experiences demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disabilities, and ethnic backgrounds of community college students, faculty, and staff.

### **III. RELATIONSHIPS**

1. Develop, support, and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.
2. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.
3. Work closely with other College Areas, Divisions, and Departments to foster and facilitate a seamless student experience and increase student success.
4. Work cooperatively and communicate effectively with College administrators and staff, representatives of State and federal agencies, educational institutions, social service organizations, community counselors, vendors, suppliers, and others to coordinate and implement assigned programs and activities and provide information to others.
5. Organize and attend a variety of administrative and staff meetings related to strategic planning, budget, advisory committees, and other activities; participate in consultation, participatory governance, and appropriate advisory committee meetings. Chair committees as assigned.
6. Attend workshops and professional conferences; serve on a variety of campus, community, and state committees; and meet with representatives of business, industry, and local government as appropriate.
7. Participate as an active member of the Superintendent/President's management team.

### **IV. ORGANIZATION MANAGEMENT**

1. Provide executive level support and guidance to the College Superintendent/President in developing and implementing college-wide strategic plans, goals, objectives, policies, and priorities.
2. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Develop, prepare, submit, administer, monitor, and review annual program budgets for assigned area, including annual budget requests for equipment, supplies, and personnel.
4. Train, supervise and evaluate the performance of managerial, professional, operational, technical, and support personnel as assigned; delegate and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed.
5. Work with Information Technology Services personnel on a continual basis to enhance, secure, and improve relevant computer and information systems and infrastructures. Learn and apply

emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.

6. Participate with industry and college specific organizations associated with Joint Powers Associations and cooperative administrative business and insurance entities not limited to insurance, retirement boards or other entities (such as SWACC insurance, OPEB Board Chair/President, and others).
7. Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

**Education:** Master's degree in accounting, finance, business administration, public administration, economics, information technology or closely related field.

**Experience:** Three (3) years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

### **DESIRED QUALIFICATIONS**

**Desirable Education:** MBA degree from an accredited college or university, preferably with an emphasis in finance, accounting, and management.

**Desirable Experience:** Five (5) years of increasingly responsible experience at the senior management level in the leadership of administrative services areas with emphasis in finance, budget, or the equivalent; extensive supervisory experience; and demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged, and ethnic backgrounds of community college students; Administrative leadership experience in the development, organization, and management of multiple administrative services programs, including Fiscal Services, Capital Projects, IT, Facilities Management, Campus Police Services, and Auxiliary Services.

### **Knowledge/Areas of Expertise: College Level**

- California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the College.
- Community college organization, operations, policies, and objectives, including specific policies and procedures of El Camino College covering the Area supervised.
- Current needs and interests of community college students.
- Effective conflict resolution and crisis management skills.
- Effective fiscal management strategies, including budget and report preparation and administration.
- Evaluation and statistical methodology for preparation of statistical research and reports.

- Financial reporting and record keeping.
- Computer systems and software applications related to areas of assignment, including capabilities and limitations. Modern office practices, procedures, and equipment. Operation of computer, peripherals, and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
- Grant proposal writing and special funding resources.
- Marketing, promotion, and public relations techniques. Preparation, publication, and distribution of informational and promotional materials.
- Appropriate risk management strategies, safety precautions, and procedures.
- Principles and practices of effective training, supervision, and performance evaluation.
- Principles of business administration, management, marketing, and record keeping.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.

**Knowledge/Areas of Expertise: Job Level**

- Federal laws, regulations, and other legal parameters that affect the policies and practices of effective fiscal management, capital bonding, and construction programs across the College.
- Current research and best practices in operation of fiscal, physical, and technological resources in a community college setting.
- Comprehensive knowledge and understanding of generally accepted accounting principles (GAAP).
- Comprehensive knowledge and understanding of the principles and practices of effective investment management of custodial funds for entities associated with the College.

**Abilities/Skills: College Level**

- Work independently with minimum administrative oversight and direction.
- Utilize effective leadership, counseling, and modeling skills.
- Utilize effective interpersonal skills including tact, patience, diplomacy, and courtesy.
- Utilize effective conflict resolution skills.
- Utilize effective planning and organizational skills.
- Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies.
- Prepare and administer complex budgets for college and/or specific assigned program areas.
- Work effectively within a unionized environment.
- Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilization of correct English usage, composition, grammar, spelling, punctuation, and vocabulary.
- Prepare and present oral and written reports and recommendations.
- Prepare effective letters, press releases and promotional materials in coordination with Marketing and Communications division.
- Use automated systems to maintain records, collect data, and generate reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement effective solutions in support of goals.
- Read, understand, interpret, and apply technical and legal information.
- Relate effectively to people of varied academic, cultural, and socio-economic background using tact, diplomacy, and courtesy.
- Assist in related research and evaluation.

- Chair and participate in a variety of college committees and work groups.
- Collect, compile, and analyze data.
- Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.
- Communicate clearly, concisely, and effectively, both orally and in writing, with diverse constituencies within and outside of the College. Prepare and deliver effective presentations.
- Work effectively with others to build consensus and achieve common goals.
- Demonstrate sensitivity to, respect for, and understanding of a diverse population and their academic, socioeconomic, cultural, physically challenged, and ethnic backgrounds.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and demonstrated consensus-building skills.
- Respond promptly to requests and inquiries from the public.
- Train, lead, direct, supervise and evaluate the performance of assigned personnel.
- Effectively and collaboratively work in a complex college environment, as well as within a community college system.
- Understand, communicate, and enforce regulations effectively.
- Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
- Listen effectively. Gain cooperation through discussion and persuasion.
- Interpret, apply, and explain applicable federal, State, and local laws, rules, regulations, policies, and procedures and apply them in a variety of procedural situations.
- Meet assigned schedules and timelines.
- Operate a variety of office equipment including a computer terminal. Use automated systems to maintain records, collect data, and generate reports.
- Provide leadership, guidance, and assistance to the functional and operational areas within the Administrative Services Area.
- Observe legal and defensive driving practices when operating a motor vehicle.

**Abilities/Skills: Job Level**

- Envision, develop, and maintain short and long-term strategic initiatives. Create an equity-driven Administrative Services Area that fosters the success of all.
- Plan, organize, coordinate, and direct a comprehensive resource management program for a community college.
- Maintain up-to-date knowledge of all functional and operational areas within the Administrative Services Area.
- Develop, implement, manage, monitor, and evaluate the delivery of an effective, comprehensive resource management program.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

**Work Environment**

Standard office setting. Duties are performed both in an office environment while sitting at a desk or computer workstation and walking to a variety of locations across campus. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding



timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

**Physical Demands**

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

*\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*