



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Assistant Superintendent/Vice President of Administrative Services	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	65	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	District Superintendent / President	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, and direct the fiscal and institutional support functions of the District; to administer the District's financial activities; to develop, plan and implement policies and procedures related to the District's financial activities and institutional support functions; to represent the District and the Superintendent to the local community and statewide; and to serve as a member of the Superintendent's Cabinet and College Council. Employees in this job class receive executive direction within a framework of overall objectives. Employees in this classification exercise supervision over subordinate managers and supervisors. This job class exercise responsibility for the effective administration of a major organizational unit which provides effective financial accounting, reporting, and budgeting operations as well as a wide variety of institutional support functions. This job class functions at a senior management level of classification.

TYPICAL DUTIES

- Administers District financial accounting, reporting, and budgeting operations; ensures proper accounting control over assets, liabilities, revenues, and expenditures; develops, monitors, and ensures compliance with appropriate procedures and regulations; approves/signs cash revolving checks, warrant registers, general transfers, budget transfers, purchase orders, contracts, etc.
- Supervises a variety of institutional support functions including Business Office, Campus Safety, maintenance and operation of plant, equipment, and grounds, transportation, hazmat, food service, bookstore, technology, and risk management.
- Develops, implements, and evaluates policies and procedures related to the fiscal operations and activities and institutional support functions.
- Serves as a member of the Superintendent's Cabinet; recommends, formulates, and implements District policies in cooperation with other members of the cabinet; serves as a member of the College Council.
- Serves on District negotiating team for collective bargaining; recommends topics for collective bargaining proposals; costs out proposals; serves on District negotiation teams

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as assigned.

- Coordinates the annual District budget development process; reviews, compiles, and prepares budget.
- Develops recommendations for major improvements to facilities in Business Services areas such as telephone improvement, parking program, new data processing equipment, and contracting for management services in the cafeteria.
- Prepares long-term Facilities, Capital Outlay and Deferred Maintenance Plans; submits detailed proposals.
- Recommends construction projects; coordinates the planning, construction, and alteration of college buildings.
- Serves on and/or chairs a variety of District/Department management, advisory, and staff meetings and committees; represents the District at public, professional or other meetings; makes presentations as appropriate.
- Represents the District in State-wide committees and initiatives as assigned; participates in professional development opportunities; model continuous learning and improvement.
- Administers Risk Management Program on campus; contacts injured employees and students for proper insurance coverage; minimizes possibility of claims; consults with legal counsel on official claims/law suites; works with insurance adjusters and attorneys to settle claims; authorizes worker's compensation settlements; submits District claims for loss/damage to District assets. Represent the District as a member of executive boards of property and liability joint powers authorities (JPAs).
- Evaluates and approves requests for use of college facilities by off-campus groups and campus groups. Ensures facilities use policies and fee structures are updated and compliant.
- Ensures proper fiscal, inventory, and other records are maintained; prepares or supervises the preparation of financial, statistical, and descriptive reports; ensures that District departments comply with established fiscal policies and procedures.
- Ensures contracts, bid and procurement processes are in place and compliant with state regulations.
- Prepares, reviews, and approves bid specifications; approves purchase orders and contracts.
- Directs and supervises the work of others; reviews, approves, and conducts performance appraisals; directs and participates in the selection, training, and development of staff; administers employment contracts; orients and informs staff of District/Department policies and procedures.
- Serve as the Acting Superintendent/President in the absence of the Superintendent/President per board policy.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- governmental accounting, auditing, budgeting, and purchasing.
- principles and practices of institutional support services including maintenance and operation of plant, equipment, and grounds, transportation, food service, hazmat,

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bookstore, technology, and risk management.

- laws, codes, and regulations governing community college accounting, budgeting, and purchasing practices and methods.
- laws, codes, and regulations governing community college campus safety practices and procedures.
- collective bargaining principles, practices, and contracts.
- risk management practices and procedures.
- educational and administrative technology services.
- principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and development; and affirmative action policy.

Ability to:

- supervise and participate in the full scope of fiscal and institutional support services development and administration.
- interpret, apply, and enforce laws, regulations, and guidelines related to accounting, purchasing, and budgeting operations.
- oversee the development and administration of the District budget.
- prepare and present effective reports, recommendations, and correspondence.
- represent the District to employees, managers, and bargaining unit representatives in general sessions and formal negotiations; cost out collective bargaining proposals.
- conduct complex analytical studies, evaluate alternatives, and develop and implement sound recommendations related to fiscal and institutional support services administration.
- effectively communicate in both oral and written forms.
- direct, supervise, and formally evaluate the work of managers, supervisors, and others.
- analyze problems, determine effective solutions, and take independent action for successful results.
- establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors
- Effectively communicate in both oral and written forms
- Sit or stand for extended periods of time
- Lift and/or carry 25 pounds
- Exert manual dexterity sufficient for keyboard and other office equipment operation

QUALIFICATIONS*Education/Experience Required:*

- Bachelor's Degree and be a Certified Public Accountant or Master's Degree in Business Administration or related field with an emphasis in accounting preferred or equivalent.
- Strong background in college management with budgeting responsibilities. At least three years progressively responsible management experience in a post-secondary

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institution. Community college experience preferred. Auxiliary service experience in purchasing, information technology, risk management, facilities management and contract administration preferred.

- Five years of increasingly responsible experience in the performance of fund accounting procedures preferred.
- Three years of experience in the fiscal services operation of a California public school district or community college district preferred.
- Experience in collective bargaining.
- Experience with grants administration and implementation.
- Commitment to collegial governance.
- Commitment to diversity among college faculty and students.
- Demonstrated successful interpersonal communication and leadership skills.

License

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

APPROVALS

Date Created/Revised: 7-11-07 / 8-1-16 / 10-23-17

Cabinet Reviewed: 8-2-16 / 10-24-17

Board Approved: 8-10-16 / 11-8-17

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)