

## Vice Chancellor, Administrative Services

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Contract Administrator	Contract	05/01/11	Contract Administrator	1 of 2

### **DEFINITION:**

Under direction of the Chancellor, the Vice Chancellor, Administrative Services serves as the executive head providing leadership and administrative oversight of all aspects of financial services, facilities services, bond management, risk management, and campus safety departments in the District. The vice chancellor serves as a member of Chancellor's Cabinet and fosters a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District.

### **The Vice Chancellor, Administrative Services is primarily responsible for the following:**

Serves as the chief advisor to the Chancellor on strategic matters related to budget development, finance administration, facilities services, property management, safety, and other administrative concerns.

Oversees the development and implementation of the District administrative and operations policies and participates in the formulation of organizational objectives, plans and strategies.

Coordinates and directs the Districtwide Administrative Services Team and ensures the departments are effective and efficient.

Integrates and provides overall leadership in budget and strategic planning processes.

Reviews and approves expenditures of funds for Districtwide Administrative Services.

Reviews pending legislation, legal mandates regulations, and guidelines which may affect District programs, functions and activities.

Develops legislative materials, analysis and strategies for reporting, decision-making and presentation purposes.

Complies with all District, county, state and federal requirements.

Represents the District on local and state committees as assigned by the Chancellor.

Coordinates cross-functional District initiatives, including staff forecasts, safety, emergency preparedness, and business continuity planning.

Encourages professional excellence among the staff and promotes an organizational culture of customer service, innovation and quality services.

Ensures continuous improvement of administrative services through re-engineering, organizational change management, new technology solutions, assessment of best practices, and feedback from internal users and external customers to increase productivity and effectiveness.

Develops effective administrative support systems to promote foundations, grant-writing, auxiliary services and other initiatives.

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Actively participates in and supports District shared governance components and activities and other collaborative processes.

Performs other duties assigned or delegated by the Chancellor.

### **REPORTING RELATIONSHIPS:**

The Administrative Services Team reports directly to the Vice Chancellor, Administrative Services. The Vice Chancellor, Administrative Services reports directly to the Chancellor.

### **MINIMUM QUALIFICATIONS:**

A master's degree from an accredited college or university.

Five years of significant experience as a senior manager in a related field.

Sensitivity to and understanding of diversity in the workplace and educational environment.

Adopted: 1/31/07  
Revised: 03/31/10; 5/01/11