



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Assistant Superintendent/Vice President, Administrative Services

SALARY: \$159,066.24 - \$189,073.68 Annually

DEPARTMENT: Business Services

OPENING DATE: 03/18/21

CLOSING DATE: 05/03/21 11:59 PM

Administrative Salary Table AD, Column I. Placement on the applicable salary schedule is commensurate with education.

Exact work schedule to be determined by supervisor based on department needs and college hours of operation.

July 1, 2021

Cover Letter, Resume, Transcripts for all Degrees, Two Letters of Recommendation

DESCRIPTION:

Under direction of the Superintendent/President, the Assistant Superintendent/Vice President, Administrative Services serves on the senior management team as a member of the Executive Council and contributes to strategic and budgetary planning for the college. The Assistant Superintendent/Vice President, Administrative Services has responsibilities that include planning and directing the business and administrative services functions of the district. The Assistant Superintendent/Vice President, Administrative Services is responsible for overseeing the operations of the Business Services, Facilities, Maintenance and Operations, and Information Technology Services.

DISTINGUISHING CHARACTERISTICS:

This position is required to manage the complex administrative matters at the college. The position exercises significant executive and administrative judgment of business principles and practices in administering a comprehensive program of administrative services at the college.

REPRESENTATIVE DUTIES:

E = denotes essential duties of the position

- Provide supervision to Business Services, Facilities, Maintenance and Operations, and Information Technology Services. (E)
- Responsible for the fiscal integrity of the district and proper expenditures of all district funds. (E)
- Coordinate and supervise the preparation of the district's annual operating budget. (E)

- Formulate business policies for Board presentation.
- Oversee all business office functions including accounting, purchasing, warehousing, accounts receivable and payable, mailroom/duplication, and cashier's office. (E)
- Oversee all district operations functions including grounds, custodial, maintenance, transportation, energy management, and facilities usage. (E)
- Oversee the payment of all obligations and receipt of income. (E)
- Maintain accurate and current accounts for all district funds including general, special, reserve, building, student body, bookstore, food services and accounts not otherwise assigned. (E)
- Provide monthly financial reports to the President and the Board of Trustees. (E)
- Maintain a perpetual inventory of all district property. (E)
- Oversee purchase of all equipment, supplies and property of the district. (E)
- Oversee the operation, maintenance, repair, and upkeep of all district buildings, property, and equipment.
- Oversee the safe storage and appropriate warehousing of district supplies and equipment.
- Oversee the district's facilities planning, construction projects and deferred maintenance programs. (E)
- Oversee the planning, implementation and instructional use of all Information Technology Services operations. (E)
- Participate in both short term and long-range planning for the district. (E)
- Perform other duties as assigned by the Superintendent/President.

MINIMUM QUALIFICATIONS:

EDUCATION:

- Master's degree in accounting, finance, business, business administration, public administration, or a related area from an accredited college or university.

EXPERIENCE:

- A minimum of five (5) years of progressively responsible experience in the area of accounting, business administration or a related field, including at least three (3) years of experience in an administrative or supervisory position is required.
 - Administrative or supervisory experience should include responsibility for areas such as accounting, purchasing, budgeting process and implementation, auxiliary business operations, human resources and/or facilities management.

ADDITIONAL REQUIREMENTS:

- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.
- Experience in or knowledge of community college and administrative operations.

KNOWLEDGE OF:

- Administrative and business methods, practices, principles, procedures, laws and terminology.
- Purpose, functions, policies, operating systems and programs of administrative units of the District
- Federal, state, and local laws, regulations, and policies affecting business operations of a college.
- Generally Accepted Accounting Principles.
- Governmental accounting standards.
- *The California Community College's Budget and Accounting Manual.*
- Principles, practices, and procedures pertaining to the construction and renovation of public buildings.
- Principles and practices of governmental purchasing and material management.
- Principles and practices of property management and space utilization.
- Principles of organization and management.
- Characteristics and capabilities of management information systems, software, and hardware related to business operations.

- Principles and techniques of management analysis and program evaluation.
- Principles and objectives of shared governance.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.
- Supervisory principles and practices and organizational development.

ABILITY TO:

- Apply technical subject matter to the position.
- Understand and interpret business practices.
- Provide strategic leadership in planning, directing, and evaluating the administrative services of a college.
- Relate business knowledge to the needs and characteristics of a collegiate environment.
- Use computer applications and diverse and complex operating programs in the management of business affairs.
- Define, assess, and prioritize the use of fiscal and material resources to maximize organizational performance.
- Improve operational processes and workflow to ensure projects are on-time, on budget, and achieve their objectives.
- Establish priorities and integrate administrative services and programs into the overall management of a college.
- Execute policies, rules, directions, and procedures of the District.
- Evaluate immediate actions and anticipate conditions in context of achieving long range objectives.
- Work under the pressure of recurrent deadlines within an environment of frequent interruptions.
- Prepare effective oral and written communications, reports and presentations.
- Ensure superior individual and group performance by stimulating teamwork and promoting cohesiveness to achieve business goals.
- Establish rapport and maintain effective relationships with the business community and administrative and executive offices of the District.
- Apply a high level of sound, independent judgment, resourcefulness and initiative in the solution of complex business problems.
- Motivate, direct, develop and evaluate subordinate staff.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

- Reports directly to the Superintendent/President of the district.
- Responsible for Business Services, Facilities, Maintenance and Operations, and Information Technology Services.

CONTACTS: Co-workers, administrators, other departmental staff, state agencies, and vendors.

PHYSICAL EFFORT:

- Sitting for extended periods of time.
- Reaching in all directions
- Bending and twisting

WORKING CONDITIONS:

Normal office environment.

OTHER INFORMATION:

EQUAL OPPORTUNITY EMPLOYER:

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

APPLICATION INSTRUCTIONS - PLEASE READ

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
 - This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.
 - All out of the country transcripts must be evaluated prior to submitting them with applications.
 - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
 - If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
 - Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
 - For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.avc.edu>

3041 West Avenue K
Lancaster, CA 93536
(661) 722-6300
(661) 722-6311

apatin@avc.edu

Position #RN20-25
ASSISTANT SUPERINTENDENT/VICE PRESIDENT,
ADMINISTRATIVE SERVICES
AP