

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Vice President of Administrative Services/Assistant Superintendent	Management Team Educational Administrator	Range: Independently Adjusted Days: 224

JOB DESCRIPTION:

The Vice President of Administrative Services/Assistant Superintendent serves in a staff and line capacity to assist the Superintendent/President in carrying out the duties of his/her office. The specific duties of the Vice President of Administrative Services/Assistant Superintendent are assigned by the Superintendent/President. This position supervises the Director, Institutional Research; Director, Computing Services; Director, Facilities Operations; and Coordinator, Environmental Health & Safety. Additionally, this position has administrative responsibility for institutional planning and, as such, serves as the Co-Chair of the Institutional Planning Council.

SCOPE:

Manages the staff, equipment and services relevant to providing facilities planning, institutional planning, computing services and maintenance operations for the District.

Additionally the Vice President may serve as the chief executive officer of the college when the Superintendent/President is away from the district.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Directs and supervises facility planning for the District.
 - a. Prepares and keeps current the ten year facilities master plan.
 - b. Works with instructional and administrative staff in the preparation of facilities educational specifications.
 - c. Works with professional consultants, including architects and engineers, in the planning and building of facilities.
 - d. Works with the Chancellor's office and other state agency officials in the preparation of projects for funding review and approval.
 - e. Keeps District facilities inventory current and documented.
 - f. Conducts the appropriate research and recommends capital improvement needs to the Superintendent/President.
 - g. Prepares Board Facilities Committee agenda.
 - h. Responsible for the completion of all District construction projects from bidding through and including filing legal notices of completion.

VICE PRESIDENT OF ADMINISTRATIVE SERVICES/ASSISTANT SUPERINTENDENT

- i. Keeps staff informed of money available and prepares or assists in the preparation of projects seeking state and local funds.
 - j. Maintains records of funded projects and sources of their funding.
 - k. Seeks new sources of funding for District facilities and equipment.
 - l. Conducts the Facilities review and approval process.
2. Supervises the Computing Services Department for the District.
- a. Responsible for working with the appropriate District representatives in recommending priorities for acquisition and use of electronic data processing equipment.
 - b. Responsible for reviewing and approving Computing Services Department budgetary, personnel actions, etc.
 - c. Serves as Chair of the Computing Review Group.
 - d. Coordinates needs of administrative units need and use of services provided by Computing Services.
3. Supervises the Facilities Operations Department for the District.
- a. Responsible for working with the appropriate District personnel in recommending priorities for facilities and grounds operations.
 - b. Serves as Chair of the Facilities Review Group (FRG) and reports its recommendations to the District Facilities Planning Committee for maintenance projects.
 - c. Responsible for reviewing and approving departmental budgetary requests, personnel actions, etc., for the Facilities Operations Department.
 - d. Serves as liaison between District and other local governmental agencies on matters requiring inter-district cooperation.
4. Supervises the Environmental Health & Safety Department for the District.
5. Administers the District's Institutional Planning Program and process.
- a. Per the direction of the Superintendent/President, is the administrator charged with conducting and supporting the institutional planning process.
 - b. Serves as Co-Chair of the Institutional Planning Council.
 - c. Provides institutional data and information to the IPC for consideration in the development of the Institutional Plan.
 - d. Serves as District's representative to the Computer Assisted Planning Project (CAP).

VICE PRESIDENT OF ADMINISTRATIVE SERVICES/ASSISTANT SUPERINTENDENT

6. Governmental Relations

- a. Provides liaison with local, state, and federal government agencies in delegated matters.
- b. Serves as liaison with state and federal agencies to keep abreast of funding sources for facilities.
- c. Works with local governmental entities on problems related to zoning, parking and traffic, property use and acquisition.

7. Manages and directs the District's parking and transportation programs.

- a. Provides direction to the Chief of Campus Police on those matters pertaining to the planning and operation of the District's parking and transportation program.
- b. Develops program funding proposals including fee structure and permit operations.
- c. Assists in the acquisition and construction of parking and transportation facilities and equipment.

8. Performs Special Tasks, as assigned by the Superintendent/President.

- a. Serves on District committees as assigned.
- b. Serves as a representative of the Superintendent/President as required, regarding state applications.
- c. Attends meetings, conferences and luncheons that the Superintendent/President may require.
- d. Attends Board of Trustees meetings, assists the Superintendent/ President, prepares material as required for Board presentations, etc. Completes assignments on Board actions for Superintendent/ President.

KNOWLEDGE OF:

1. Facilities planning, institutional planning processes and data requirements.
2. Construction administration.
3. Computing operations for complex organizations.
4. Governmental and public relations.
5. Facilities maintenance and operations.
6. Real estate management.
7. Parking and traffic operations and planning.
8. California Education and Government Codes.

VICE PRESIDENT OF ADMINISTRATIVE SERVICES/ASSISTANT SUPERINTENDENT

ABILITY TO:

1. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Master's Degree required.

Experience:

One year of administrative experience in a complex educational organization.

SUPERVISION RECEIVED:

The Vice President of Administrative Services/Assistant Superintendent reports directly to the Superintendent/President.

SUPERVISION EXERCISED:

Provide management and direction for District Facilities Planning, Institutional Planning, Computing Services, Facilities Operations and Environmental Health & Safety. This responsibility includes authority and responsibility for managers, technical and other classified personnel related to Administrative Services.

Board Approved: 02/12/02, Revised 09/12/06

