



## Executive Vice Chancellor, Administrative Services

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Contract Administrator	Contract	11/14/13	Contract Administrator	1 of 2

**DEFINITION:** Under the general direction of the Chancellor, the Executive Vice Chancellor, Administrative Services provides leadership and administrative oversight of all aspects of financial services, human resources, and purchasing in the District. The position serves as a member of Chancellor’s Cabinet and fosters a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:**

Serves as the chief advisor to the Chancellor on strategic matters related to budget development, finance administration, human resources management, organizational development, diversity, employer relations, purchasing and other administrative concerns.

Oversees the development and implementation of the District administrative, business, and human resources policies and procedures, and participates in the formulation of organizational objectives, plans and strategies in accordance with the District’s mission.

Implements processes, strategies and feasibility planning to ensure District financial and human resources needs are met.

Coordinates and directs the administrative services team and ensures the departments are effective and efficient.

Integrates and provides overall leadership in budget development.

Provides overall leadership in labor relations.

Coordinates college and District diversity and staff development initiatives.

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

Provides effective leadership in employee dispute resolutions, investigations, and disciplinary actions.

Represents the District in legal and labor relations actions.

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

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

Prepares long-range projections to develop a financial strategy for the District.

Coordinates support for college business offices regarding financial and human resources procedures and management.

Works directly with College Presidents to assure quality administrative support systems and effective organization of business services.

Counsels, confers, and advises District and site personnel and members of the educational community pertaining to various operational problems, issues, and concerns.

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



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external customers to increase productivity and effectiveness.

Reviews and approves expenditures of funds for 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, state and national committees as required.

Performs other duties assigned or delegated by the Chancellor.

**REPORTING RELATIONSHIPS:**

The Executive Vice Chancellor, Administrative Services, reports directly to the Chancellor. The administrative services team reports to the Executive Vice Chancellor, Administrative Services.

**MINIMUM QUALIFICATIONS:**

An earned master's degree from an accredited college or university in a related field, or the equivalent.

Five years of senior management experience in a financial, human resources, or related administrative position.

Demonstrated sensitivity to, and knowledge and understanding of, the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students served by the District, and sensitivity to, and knowledge and understanding of, groups historically underrepresented, and groups who may have experienced discrimination.

Adopted: 10/09/13