

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Director, Administrative Services

Unit: Management

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Job Code: C3104
Original Date: 10/2022
Last Revision: 07/2023
Staff Type: Classified
FLSA status: Exempt
Salary Range: 6

DEFINITION

Under the general direction of the Vice President of Administrative Services or assigned manager, the Director, Administrative Services position manages, supervises, and administers the daily operation of the assigned college's budget, purchasing, and travel services; student accounting services; and campus employment and payroll services. Key administrative duties include budget development and management, expenditure control, purchasing control, student accounting, cash management, and personnel services. The Director relieves the Vice President of routine management duties in assigned areas within Administrative Services and ensures daily activities comply with applicable District policies and procedures and relevant laws and regulations; develops strategic plans to maximize the efficiency, effectiveness, and equitability of administrative services programs for the college and District; and ensures the Administrative Services office delivers equitable outcomes for employees, students, and members of the public from diverse communities.

EXAMPLES OF DUTIES

1. Lead the administration, organization, and operation of the budget, purchasing, and travel services programs in the Administrative Services office within a broad framework of policies, procedures, laws, regulations, strategic objectives, and the college's mission.
2. Lead the preparation of the assigned college's annual operating budget; provide direct oversight for expenditure and purchasing control; develop and oversee implementation of annual budgets and expenditures for all administrative services operations.
3. Implement and oversee operations of college student accounting functions.
4. Ensure the college's budget, purchasing, and travel services programs and operations are conducted in compliance with applicable state and federal regulations and laws and District policies and procedures; monitor proposed and enacted changes in laws, regulations, and best practices impacting administrative services programs within the California Community College system; develop and propose strategic objectives to increase the effectiveness and efficiency of operations with an emphasis on ensuring equitable outcomes for individuals from diverse communities.
5. Plan, organize, direct, supervise and lead daily operations in the assigned Administrative Services programs, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participate in hiring and onboarding new staff, and participate in corrective and disciplinary processes with assigned staff.
6. Evaluate current program operations and identify, develop, implement, and revise policies and procedures to maximize effectiveness, efficiency, and equity in services, accuracy in data collection and recordkeeping, and compliance with current legal requirements.
7. Interpret and explain policies, procedures, laws, regulations, and guidelines relevant to assigned administrative service programs to a wide variety of stakeholders including current and prospective students, faculty, executive managers, supervisors, direct reports, peers, and other as appropriate.

8. Provide timely and effective communications to District and college students and employees; federal, state, and local agencies; auditors; the California Community Colleges Chancellor's Office, and others as necessary for effective program operations.
9. Oversee production of reports and materials for presentations to the Board of Trustees and appropriate stakeholders, required submissions to auditors and agencies with legal oversight of the college's administrative services programs, and in response to requests for information.
10. Participate proactively in assigned committees and special projects, cooperate, coordinate, and collaborate with stakeholders as appropriate to advance administrative services program strategic objectives and effective operations.
11. Utilize technology resources effectively to automate routine processes and procedures, improve efficiency of operations, and maintain currency with operational standards; evaluate and recommend changes in technology resources to improve operations; collaborate proactively with I.T / Technical staff to make programming changes necessary to meet regulatory requirements, and ensure use of technology resources results in equitable services and outcomes for diverse communities.
12. Work collaboratively and professionally with faculty, staff, students, and other stakeholders from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
13. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors, and achieve equity on outcomes.
14. Contribute positively to a culture of diversity, equity, and inclusion; take action to promote staff diversity, address equity gaps impacting students, and create an inclusive environment in the Administrative Services office.
15. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable California Education Code provisions and Title V requirements.
- District organization, operations, mission, strategic objectives, policies, procedures, and rules.
- Effective administrative services operations within a diverse educational and professional environment.
- Effective communication methods, techniques, and modes with diverse stakeholders.
- Effective, efficient, and equitable professional and service-oriented office operations, procedures, and practices.
- Effective information and record management methods.
- Federal and state laws, regulations, and programs related to administrative services.
- Fundamentals of accounting, budgeting, and fiscal reporting.
- Governmental Accounting Standards.
- Lived experiences of students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
- Software applications, computer systems, and other technology resources used in the administration of administrative services programs.

Skills and Abilities:

- Communicate effectively with diverse stakeholders, orally and in writing.
- Conduct internal and external environment analyses to inform strategic planning processes.
- Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations in accordance with applicable laws, regulations, policies, procedures, and rules.
- Develop and implement effective administrative services, policies, and procedures.
- Establish and maintain effective working and professional relationships with individuals from diverse communities.
- Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.
- Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.
- Maintain accurate records and produce detailed, thorough, and accurate statistical analyses and reports.
- Maintain appropriate professionalism in stressful situations.
- Operate and effectively use office technologies and software applications, including general business platforms and technologies specific to administrative services programs.
- Organize, assign, prioritize, and guide work activities of assigned staff and provide timely, effective feedback.
- Read, interpret, and apply laws, regulations, and guidelines impacting the effective, efficient, and equitable performance of administrative services programs.
- Provide training, professional development, and professional growth to assigned staff.
- Understand, evaluate, and provide strategic input on the impact of proposed and enacted changes in laws, regulations, guidelines, and effective practices impacting administrative services.

Training and Experience:

Any combination of training and experience equivalent to: a bachelor's degree from an accredited college or university in accounting, finance, public administration, business administration, or a related field, four years of relevant business experience, and two years of supervisory experience.

Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of community college students and staff.

WORKING CONDITIONSPhysical Requirements:

Category III

Environment:

Favorable, usually involves an office.