

**San Jose/Evergreen Community College District
Classified Executive Management Job Description**

Position: Vice Chancellor, Administrative Services

Department: Administrative Services

POSITION PURPOSE

Under policy direction, the Vice Chancellor, Administrative Services develops and implements administrative services programs and services necessary to support the District's mission; serves as an advisor to the Chancellor and Board of Trustees on strategic matters related to planning and administering Contracts, Risk Management and Safety, Accounting, Budgeting, Police/Emergency Preparedness, Insurance, Facilities and Maintenance, Purchasing, Warehousing, Payroll, Bond Management and other auxiliary services; ensures District compliance with federal and state laws and reporting requirements; serves as the District's Chief Fiscal Officer and the Treasurer for the College District Foundation in directing budget management and fiscal policy; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification, and assigned duties may include work that is similar, related or a logical assignment to this class.

1. Assists the Chancellor in carrying out the policies and directives of the District's Board of Trustees.
2. Provides executive-level management and leadership for the Administrative Services division's services, programs and operations; serves as the District's Chief Fiscal Officer; fosters and cultivates a workplace that values and supports employees and a culture of diversity, equity, inclusion and accessibility.
3. Serves as a member of the Chancellor's Executive Team, attends Board meetings and retreats and collaborates with members of the Executive Team in developing and implementing strategic plans and key strategic initiatives to achieve the District's mission, vision and goals.
4. Exercises executive leadership in formulating and executing Fiscal Services division policies, services and programs; ensures organizational effectiveness; ensures compliance with state and federal laws and regulations, reporting requirements, Board policies, and regulations.
5. Plans, directs, and evaluates the work assignments and performance of division management and staff; interviews and participates in selecting employees; trains, counsels, and disciplines employees according to established policies and procedures.
6. Through subordinate administrators, plans, directs and integrates the District's business operations and physical infrastructure, including accounting, budget, payroll, warehousing and central receiving, security and policing, parking, risk management, purchasing, facilities planning, operations and maintenance, and technical infrastructure.
7. Provides expert advice to assist the Chancellor in establishing budgets and prioritizing resource allocations; compiles, analyzes and utilizes data to develop revenue forecasts, budget projections and models; works closely with the Chancellor, college Presidents, other administrators and staff at all stages of the budget process.
8. Develops and implements the District budget process, ensuring compliance with applicable time lines, laws and regulations; implements budget controls, policies and procedures to ensure proper expenditures of authorized funds in accordance with strategic priorities; plans, develops and implements improvements to achieve continuous quality improvement in programs and services.
9. Maintains financial records and audit trails in accordance with District and state policy; confers with internal and external auditors during various financial and operational audits; communicates findings and oversees necessary modifications.

10. Serves as a member of the negotiation team for all bargaining units; participates in preparing and evaluating proposals and responses to union proposals; advises the Board of Trustees on financial impacts of proposed changes in labor contracts; serves as liaison with Manager, Supervisor and Confidential (MSC) meet-and-confer groups and with other labor-management groups regarding financial matters.
11. Directs and manages grants, investments, bond activities and public/private ventures ensuring informed, responsible decision making; monitors District cash flow and banking relationships.
12. Develops and oversees master plans for land use, facility planning, bid development, and construction activities including new construction, renovation, and maintenance; develops and implements department strategies, business practices, and processes to continually improve the operation, maintenance and execution of facilities and grounds services.
13. Directs policing, security and safety operations at all facilities and grounds; develops, implements, and evaluates Districtwide public safety and security plans, policies, and procedures; oversees the planning and execution of emergency response procedures and directs crisis responses; ensures safety programs comply with federal, state, and local laws, regulations, and institutional policies.
14. Develops and oversees the District's technical infrastructure and support services; ensures the Technology Master Plan is maintained and implemented to meet student/staff technology needs and are integrated with the colleges' Educational Master Plans.
15. Collaborates with other business officers to gather, assess and provide input on pertinent information from the State Chancellor's Office that can potentially impact the District.
16. Leads and participates in participatory governance and collaborates with District committees, advisory groups, academic senate, classified leadership and other employee and student groups on a variety of institutional issues.
17. Attends Board meetings and District committee meetings; researches background information and prepares and presents agenda items and reports.
18. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced principles and practices in educational institution operations, related laws, regulations, public policies, business and administrative practices.
2. Advanced standards and practices of educational and governmental accounting and auditing.
3. Advanced principles and practices of public administration, including long-range goal setting and strategic planning, program development, implementation and evaluation, project management, procurement and public records management.
4. Advanced principles and practices of labor relations, including negotiation and contract administration techniques, and provisions of labor contracts and agreements.
5. Principles and practices of public safety and campus police administration.
6. Practice and standards of public/private ventures.
7. Federal, state and local laws, regulations and court decisions governing administrative services including applicable sections of the California Education Code, Title 5, Family Educational Rights and Privacy Act (FERPA) and applicable sections of Internal Revenue regulations and labor laws.
8. The organization, functions, operations, policies and goals/objectives of the District and its colleges.
9. Research and analysis practices and standards.

10. Theories and techniques of negotiation, mediation and conflict resolution.
11. Principles and practices of strategic planning.
12. Principles and practices of organizational improvement and culture change.
13. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, control and direct the District's Administrative Services functions.
2. Understand the needs and interests of multiple stakeholders and balance fulfillment of those needs with considerations of employees and broad organizational, business, legal and economic issues.
3. Work collaboratively with the District Board of Trustees, Chancellor, other administrators, employees and the community to support the District's mission and Strategic Plan's goals, objectives, and priorities.
4. Prepare and administer complex budgets, perform financial analyses and ensure accuracy of fiscal reporting.
5. Provide complex strategic analysis, advice and policy support and develop solutions to complex issues.
6. Administer and negotiate collective bargaining agreements.
7. Interpret and ensure compliance with collective bargaining agreements and various state and federal laws, codes, rules and regulations related to Human Resources including the California Education Code and Title IX.
8. Represent the District effectively to outside organizations and individuals and identify and respond to sensitive community and organizational issues, concerns, and needs.
9. Delegate authority and responsibility and ensure accountability.
10. Prepare and present clear, concise and comprehensive correspondence, reports, studies and other written materials.
11. Apply objective and fair assessments in decision making and personnel matters.
12. Select, motivate and evaluate managers, faculty and staff and provide for their training and professional development.
13. Develop and implement appropriate procedures and internal controls.
14. Operate a computer, standard business software and applications.

Education and Experience:

1. Master's degree in business administration, public administration, finance, accounting or a related field.
2. Ten years of management experience in administrative services including two at a senior management level and two years leading fiscal operations and services in education or the public sector.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Required Qualifications:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

Desired Qualifications:

1. Experience with financing public/private ventures.
2. Experience with entrepreneurial approaches to fund development.
3. Proven experience creating a positive working relationship with oversight Boards and collaborative governance structures.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, subject to frequent interruption and intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, the employee is primarily in a stationary position and is required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025

Salary Range: EM-2

EEO Category: 2B1- Executive/Administrative/Managerial