

Vice President for Administrative Services

Division	Administrative Services	Department	
Classification	Senior Administrator	Revised	n/a
Supervisor	President	Position #	Job Class

Statement of Primary Purpose

The primary purpose of this position is to administer the financial programs of the college to assist in achieving the objectives of SCC while maintaining fiscal integrity.

Classification

This position makes administrative and managerial decisions for a major component of the institution. It has significant accountability for planning program development and implementation. Work includes direct supervision of employees in specific operations of the institution. Work assignments are generally self-planned and may require frequent interaction with local or other state agencies. Considerable independence is exercised in carrying out broad program responsibility.

Essential Functions and Responsibilities

- Ensure the financial integrity of the college is maintained
- Serve as advisor to the President on the financial condition of the college and budgeting of college funds
- Maintain and operate an appropriate system of accounting and financial reporting
- Assist the President and other college officials in the preparation of the annual college budget
- Prepare budget amendments monthly and revise budget regularly
- Responsible for the preparation of reports and financial documents as required by local, state and federal agencies
- Responsible for the investment of college funds
- Responsible for the risk management program for the college to include risk evaluation, risk avoidance programs and insurance coverage
- Responsible for the supervision and operation of the Business Services, Human Resources, and Physical Plant departments of the college.
- Responsible for facility construction and maintenance
- Serve as Treasurer of the SCC Foundation
- Interact with students, the public, the community, and co-workers in a cooperative, courteous, and professional manner
- Serve on committees and teams as assigned, and assist with reaccreditation process
- Comply with the college's policies and procedures as outlined in the Policies and Procedures Manual
- Participate in preparation of annual unit planning goals, process improvement priorities and new initiatives for the annual Continuous Improvement Plan.

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Additional Duties and Responsibilities			
<ul style="list-style-type: none"> • Responsible for the operation of the college bookstore, currently contracted to a qualified college bookstore operator • Responsible for the college vending operations, currently contracting with appropriate food and drink vendors 			
Minimum Qualifications			
Education	Master's degree in business administration or related field		
Knowledge and Skills	A significant management background is essential. A strong working knowledge and understanding of general accounting with emphasis on governmental and auditing. Also, business law and personnel law knowledge is necessary.		
Physical Demands	N/A		
Licensing Requirement	N/A		
Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)			
Typical 8am to 5pm workday with occasional evening functions. Occasional out-of-town travel is required.			
Equipment Operation			
This position does utilize computer software developed for the community college system. There is no operation of heavy equipment required of this position.			
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.			