

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Administrative Services	Range: 25 (CL)	Management Schedule
Date Revised:		Date Approved:	May 23, 2017

**THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD**

### PRIMARY PURPOSE

Under the direction of the College President or Provost, perform a variety of responsible duties related to the financial management of a campus; plan, organize and direct the programs, operation and activities of administrative services including the functions of fiscal management, budgeting, facilities maintenance, emergency preparedness, Bursar operations, Campus Safety, bookstore; supervise and evaluate the performance of assigned staff.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plan, organize and direct the programs, operations and activities for Campus Operations including campus safety, budget and fiscal management, planning and maintenance of facilities and other campus services.
2.	Coordinate with campus administrators and staff to develop campus budget; administer the campus budget in accordance with District policy; provide leadership in the development of budget proposals and budget allocation processes; prepare and control the budget for Campus Operations.
3.	Manage a variety of assigned funds and accounts, including special programs and grants; review financial transactions and records to ensure solvency and conformance with generally accepted accounting principles and contract requirements; monitor expenditures and other account activities.
4.	Direct and maintain accounting and reporting systems for the effective monitoring and control of fiscal operations; analyze and review fiscal procedures; formulate and implement revisions as necessary to ensure efficient fiscal administration.
5.	Monitor cash balances and manage the short and long-term investment of monies collected in accordance with established policies and procedures. Direct the collection, accounting and disbursement of tuition, fees, textbook purchases, payments and bank deposits; direct the campus payroll function.
6.	Perform fiscal and operation analyses to evaluate financial performance, productivity, and enrollment status. Implement changes as needed. Develop financial and enrollment projections; prepare and interpret financial statements; financial analyses and various reports related to the campus operations.
7.	Develop and implement plans to facilitate, improve and restructure operations and programs as appropriate; provide leadership and technical assistance to campus personnel in designing and implementing effective and efficient operations and processes.
8.	Plan, organize, and direct facilities planning, management, and operations; coordinate the use of facilities; oversee the processing of facilities contracts; coordinate facilities maintenance with personnel staff; supervise the maintenance and control of inventory and equipment.
9.	In consultation with staff, develop and communicate campus safety procedures. Evaluate recommendations on campus safety and facilitate their implementation as needed. Facilitate and/or participate in safety committee meetings and threat assessment group meetings as appropriate. Assist in coordinating campus emergency preparedness drills.
10.	Coordinate communication and activities with other campuses and District Service departments, vendors, community groups, governmental agencies and other outside organizations; coordinate programs as appropriate with representatives of other District colleges and sites.

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11.	Supervise and evaluate personnel of assigned areas of responsibility; assist in the selection of personnel and make recommendations concerning discipline, promotion and termination. Plan, organize, and arrange appropriate training and staff development activities for assigned staff.
12.	Attend a variety of meetings as required; serve as campus representative on committees at the campus, District and community; participate on a variety of special projects as assigned.
13.	Learn and apply emerging technologies and advances (e.g. computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
14.	Demonstrate sensitivity to an understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
15.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
16.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
17.	Performs related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the Director, Administrative Services may participate in the development and administration of supplemental grants related to assigned programs.

**WORKING RELATIONSHIPS**

The Director, Administrative Services maintains frequent contact with administration, faculty and staff of all NOCCCD entities.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Bachelor's degree in accounting, business administration, finance or related field from a regionally accredited institution and four years of increasingly responsible experience in a variety of accounting and fiscal operations functions;

OR

Bachelor's degree in accounting, business administration, finance or related field from a regionally accredited institution and a Certified Public Accountant and three years of increasingly responsible experience in a variety of accounting and fiscal operations functions, including at least one year in a supervisory position.

Demonstrated experience with computerized financial information systems and their use in financial analysis and reporting.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

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**Desirable Qualifications**

Possession of an advanced degree in business administration, accounting, finance, or related field from a regionally accredited institution.

Administrative or supervisory experience in education.

Familiarity with the Banner finance system.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of District organization, operations, policies and objectives
- Knowledge of state education code and requirements including Title 5
- Knowledge of research project policies, procedures and practices, including data collection and analysis
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
- Knowledge of record keeping procedures
- Knowledge of budget preparation and maintenance
- Knowledge of appropriate software and databases
- Ability to interpret, apply and explain rules, regulations, policies and procedures
- Ability to assess, analyze, implement and evaluate research project activities
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to plan, organize and prioritize work
- Ability to meet schedules and time lines
- Ability to work independently with little direction
- Ability to understand and follow oral and written directions
- Ability to communicate efficiently both orally and in writing
- Ability to supervise, train and provide work direction to others
- Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long period at a time (up to 2-3 hours); may require off-site duties and activities.

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