



<b>Position Title:</b>	Director, Administrative Services		
<b>Reports To:</b>	Campus President		
<b>Department:</b>	Administrative Services	<b>Job Code:</b>	0129-00E
<b>Prepared By/Date:</b>	Jennifer Brito/05-6-2009	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	College-wide	<b>Salary Grade:</b>	17
<b>Revised:</b>	Donna French/09-14-2011	<b>FLSA Status:</b>	Exempt

### **Summary:**

This position is responsible for security, custodial, duplicating and budget supervision on the Campus. Serves as liaison between the Campus and the district offices of Finance, Human Resources, Computer Operations CCIO and Facilities.

### **Essential Duties and Responsibilities:**

- Supervises, hires, schedules and evaluates personnel
- Identifies program needs and revenue sources to accomplish them, including external grants and awards
- Monitors all fiscal transactions including purchases, disbursements, budget transfers, contracts and grant awards
- Develops and administers related budgets
- Coordinates annual inventory reports and generates campus databases
- Prepares, reviews and updates all lease agreements for individuals or organizations who rent space on campus
- Sets priorities and manages multiple projects, including renovations, remodeling and new construction
- Coordinates the preparation of the campus master facilities plan and prepares reports related to facilities usage
- Implements campus emergency preparedness action plans; as well as, other required campus, college and state reports
- Participates on campus and college committees including CCIO
- Analyzes, troubleshoots and implements corrective measures to maintain all aspects of campus support services needed
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of college organization, goals and objectives, and objectives, and policies and procedures
- Knowledge and commitment to the college mission
- Knowledge of current technological developments/trends in area of expertise
- Excellent organizational and communication skills (both oral and written)
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports,

- and legal documents
- Ability to carry out supervisory responsibilities in accordance with the College's policies and applicable laws, including: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems
- Ability to work with user communities of diverse backgrounds and skill levels
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in appropriate field with four (4) years of related administrative and budgetary experience; or Bachelor's degree in appropriate field and eight (8) years of related administrative and budgetary experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name