

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Vice Chancellor, Administrative Services	Range:	Executive Officer Salary Schedule
Date Revised:	July 2009, December 17, 2024	Date Approved:	

PRIMARY PURPOSE

Under the direction of the Chancellor, the Vice Chancellor leads, plans, manages, and evaluates the District's business systems and processes, including budget development and control, accounting, payroll, and purchasing. The Vice Chancellor is accountable for the fiscal stability of the District, facilities planning and management, risk management, campus safety coordination, and the information technology infrastructure and operations of the District and serves as a member of Chancellor's Cabinet. The Vice Chancellor maintains frequent contact with college and District administrators, faculty and staff, consultants, vendors, and the community.

ESSENTIAL FUNCTIONS

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

1.	Develop short-range and long-range fiscal management plans that sustain the financial health and stability of the District. Assume primary responsibility for revenue forecasting, planning, and allocation of District resources.
2.	Provide executive leadership in the management of information technology infrastructure services, hardware, software, and all related technologies that support users District-Wide.
3.	Develop the annual District budget and oversee the administration of the budget, monitor District expenditures to ensure compliance with federal, state, and local agency requirements.
4.	Oversee the District's integrated financial systems, assure effective operation of the District's business office; coordinate the District's internal and external audit programs.
5.	Direct the planning and administration of District-Wide facilities in cooperation with designated college personnel; be responsible for the appraisal, control, and sale of District property.
6.	Oversee the District's capital construction and facilities maintenance programs.
7.	Direct the administration of the District's risk management programs and purchasing services; process claims and lawsuits against and for the District; assure proper development and execution of agreements for contracted services.
8.	Supervise the District-Wide campus safety program to ensure effective training is completed, standard operating procedures are developed, and required reporting is conducted.
9.	Serve as an integral member of the District's Retirement Board of Authority.
10.	Facilitate the required quarterly Citizens Oversight Committee.
11.	Provide support of master plan, strategic goals, technology planning, and sustainability efforts.
12.	Advise the Chancellor regarding all matters reporting to Administrative Services.
13.	Prepare reports, correspondence, and Board of Trustees agenda items on business matters, functions and projects, and make necessary presentations.
14.	Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
15.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
16.	Train, supervise, evaluate, and direct the work of personnel as assigned.
17.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.

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18.	Demonstrate achievement in promoting employee engagement, success, equity, retention, and well-being.
19.	Demonstrate experience effectively leading and fostering DEIAA environment for employees and students.
20.	Demonstrate experience advocating for the success and support of disproportionately impacted students and employees including Black/African Americans, Latinx, Indigenous/Native Americans, Asian/Pacific Islanders, LGBTQIA+ community, persons with disabilities, Veterans, and other groups.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Vice Chancellor of Administrative Services maintains frequent contact with state and local officials, vendors, college and District administrators, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a bachelor's or advanced degree from an accredited institution in finance, accounting, business administration, public administration or related field.

One year of formal training, internship, or leadership experience reasonably related to the administrators' administrative assignment.

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. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Possession of a master's degree from an accredited institution preferred.

Five years of administrative experience in an executive position with decision-making responsibility.,

Certified Public Accountant, Certified Management Accountant, or equivalent.

Exhibits a thorough understanding of and commitment to the mission, vision, and nuances of the California community colleges.

Demonstrated ability to work collegially in a participatory governance environment.

Demonstrated knowledge of and experience with information technology systems/infrastructure in a higher education environment.

SPECIAL REQUIREMENTS

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None

WORKING CONDITIONS

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