



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Vice President, Administrative Services	Salary Range:	39
Date Revised:	4/2/2026	Date Approved:	6/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the general direction of an administrator or manager, the Vice President, Administrative Services serves as the chief business officer of the college, providing strategic leadership and oversight for all administrative support operations. The Vice President oversees fiscal management, budget development and control, personnel operations, capital projects/facilities planning and management, maintenance and operations, campus safety, auxiliary and contracted services, and other related non-instructional functions that support the college's educational mission.

The Vice President, Administrative Services ensures fiscal integrity, regulatory compliance, and effective resource management while fostering collaboration and equity across all divisions of the college and District.

DISTINGUISHING CHARACTERISTICS

The Vice President, Administrative Services is distinguished by its executive responsibility for a comprehensive portfolio of administrative, business, and operational functions within a college. The Vice President serves as a key member of the President's Cabinet, contributing to institutional decision-making, policy development, and strategic planning at the campus and district levels.

Unlike other management classifications with functional oversight in finance, operations, and/or facilities, the Vice President, Administrative Services integrates multiple service areas under one division, providing leadership in fiscal stewardship, infrastructure planning, and service excellence. The Vice President operates with a high degree of autonomy, representing the college in District-wide initiatives, state and federal reporting, and compliance audits. The Vice President, Administrative Services also plays a critical role in advancing institutional equity, ensuring that administrative policies and processes support an inclusive, accessible, and student-centered environment.

ESSENTIAL FUNCTIONS

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

Fiscal Management and Budget Administration

1. Plans, develops, and oversees the college's annual budget and fiscal operations in coordination with college leadership and district fiscal services.
2. Ensures accurate, timely preparation and monitoring of budgets, forecasts, and financial reports consistent with district policy, governmental regulations, and applicable laws.
3. Establishes and maintains internal controls, audit systems, and financial accountability processes to safeguard institutional assets.



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4. Oversees contracts, grants, and categorical funding to ensure fiscal compliance and proper resource allocation.

Administrative and Business Services Oversight

5. Provides direction and leadership for the college's business office, procurement, risk management, mail services, auxiliary enterprises, and other administrative functions.
6. Ensures operational efficiency and adherence to district, state, and federal requirements governing financial transactions, purchasing, and records management.
7. Develops, implements, and evaluates policies and procedures to improve administrative workflows and service delivery.

Facilities, Planning, Maintenance, and Operations

8. Directs and coordinates the planning, design, construction, and utilization of college facilities, including infrastructure modernization and space management.
9. Oversees maintenance, custodial, and grounds operations to ensure a safe, functional, and sustainable physical environment.
10. Manages contracts related to facilities use, renovations, and repairs; ensures compliance with safety codes, accessibility standards, and environmental regulations.

Educational and Technology Support Services

11. Oversees educational and non-educational support functions such as instructional technology, media services, academic computing, and campus production services.
12. Collaborates with instructional and technology leaders to advance digital learning environments, classroom innovation, and academic infrastructure.
13. Identifies and implements technology-based solutions that enhance institutional effectiveness and operational efficiency.

Public Safety Leadership and Strategic Planning

14. Serves as the chief advisor; provides leadership, oversight, vision, and strategic planning for all aspects of campus safety and police services.
15. Develops and implements safety policies and procedures to ensure compliance with all relevant laws and regulations such as the Clery Act and Title IX.
16. Oversees the development, implementation, and testing of emergency preparedness and response plans for the assigned college.
17. Directly supervises campus police services or security departments, including budget, staffing, and operations.
18. Ensures a safe environment for students, staff, and visitors; oversees safety programs and initiatives.
19. Manages and implements campus security technology and systems.
20. Maintains effective communication with the campus community, local law enforcement, and external agencies.

Grants, Contracts, and Compliance Oversight

21. Provides leadership in the development, monitoring, and compliance of grants, categorically funded programs, and specially funded projects.



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- 22. Ensures that funding aligns with institutional priorities and meets reporting, auditing, and fiscal integrity requirements.
- 23. Coordinates with legal counsel and external partners to ensure all agreements are compliant and advantageous to the District.

Institutional Leadership and Representation

- 24. Serves as a senior advisor to the College President on fiscal, operational, and strategic matters.
- 25. Participates in shared governance, district committees, and collaborative planning groups.
- 26. Represents the college in state, regional, and community forums related to higher education operations, finance, and facilities.
- 27. Leads initiatives that promote diversity, equity, inclusion, and accessibility within administrative operations and workforce development.

Personnel Management and Leadership

- 28. Recruits, trains, supervises, and evaluates assigned staff; ensures consistent application of District personnel policies and collective bargaining agreements.
- 29. Promotes professional growth and development through training and mentoring opportunities.
- 30. Encourages collaboration, innovation, and accountability across the administrative services team.
- 31. Signs off on Classified employee performance evaluations

Technology and Process Improvement

- 32. Evaluates campus accounting business processes and financial system; provides recommendations for improvements.
- 33. Utilizes financial systems to create and generate a variety of reports related to the area of assignment.
- 34. Learns and applies new and emerging technologies to enhance efficiency in financial processes and reporting.

Diversity, Equity, and Inclusion

- 35. Provides leadership to ensure equity and inclusion principles are embedded in administrative operations and decision-making.
- 36. Cultivates a culture of belonging and intercultural competence among faculty, staff, and administrators.
- 37. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

- 38. Leads or supports special projects aligned with institutional priorities.
- 39. Attends and participates in District-wide committees and special projects, as assigned.
- 40. Performs other duties that support the overall objective of the position.



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WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Master's Degree from a regionally accredited institution in a related discipline; **AND**
- Six (6) years of formal training, internship, or leadership experience related to student services;

OR

- Earned Doctorate in a related discipline; **AND**
- Four (4) years of formal training, internship, or leadership experience related to student services.
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- 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

- Experience in a higher education environment.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Knowledge of and familiarity with the California Education Code, Title 5, and other applicable laws and regulations related to the area of assignment.
- Knowledge of governmental accounting principles, audit standards, and fiscal policies.
- Knowledge of budget development and analysis, accounting internal controls, contract administration, purchasing, and accounts payable procedures.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of Community College Budget and Accounting Manual.
- Knowledge and understanding of fiscal management, reporting standards, and fiduciary responsibilities.
- Knowledge of budget preparation and maintenance.



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- Knowledge of appropriate enterprise software and databases relevant to the area of assignment.
- Knowledge of shared governance model.
- Knowledge and understanding of student services operations, including student advising, retention strategies, and support services.
- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge of student information systems, management information systems, databases, and data management practices.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Leadership and strategic planning.
- Critical thinking, problem-solving, and analytical skills.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to assess, analyze, implement, and evaluate research project activities.
- Ability to edit, update, and maintain written materials to ensure accuracy, completeness, and compliance with District and/or college policies and procedures.
- Ability to interpret and apply federal, state, and local fiscal laws and regulations.
- Ability to perform complicated mathematical calculations and analyses.
- Ability to assess, analyze, implement, and evaluate research project activities.
- Ability to plan and organize all fiscal functions in a manner that produces effective and efficient results.
- Ability to analyze problems, define issues, evaluate alternatives, and develop sound conclusions and recommendations in accordance with laws, regulations, rules, and policies.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.



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- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a 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.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college



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faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

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

The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.