

Vice President, Administrative Services  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=250051>

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Posted Dec. 6, 2024, set to expire Apr. 4, 2025

<b>Job Title</b>	Vice President, Administrative Services
<b>Department</b>	Administrative Services Office
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	Dec. 6, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Vice-(President/Provost/Chancellor)
<b>Academic Field(s)</b>	Administration - Other Administration - Accounting & Finance Administration - Executive
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**Job Description**

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**Vice President, Administrative Services**

**Position Number:** CM-198-2024

**Division:** Administrative Services

**Department:** Administrative Services Office

**FTE:** 100

**Term (month/year):**

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12 months/year

**Annual Salary Step Range:** Steps 1 - 6: \$271,896. - \$310,152. annually

**Initial Screening Date:** 01/15/2025

**Open Until Filled:** Yes

**Position Description**

**Position Overview:**

**Definition:**

**DEFINITION:**

Under the direction of the President/CEO, plan, organize, control and direct College-wide Administrative Services operations and activities including budget, accounting, purchasing, banking, mail services, and payroll; parking and security; bookstore, food services and vending; risk management, emergency operations center, and insurance; custodial, facilities, warehousing, construction, maintenance and operations, and grounds; information technology/student information system; and event coordination, performing arts center, and presentation services; and coordinate and direct personnel, resources, communications and information to meet College needs and assure smooth, efficient, and cost-effective Administrative Services activities; supervise and evaluate the performance of assigned personnel.

**Supervision Received and Exercised:**

Receives administrative direction from the President/Chief Executive Officer. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, professional, technical, and administrative support staff through subordinate levels of management and supervision.

**Class Characteristics:**

Examples of Essential Functions(Illustrative Only):

1. Serves as an Assistant Chief Executive Officer and Chief Business Officer for the College, overseeing budget, accounting, purchasing, banking, mail services, and payroll; parking and security; bookstore and food services; risk management; custodial, facilities, warehousing, construction, maintenance and operations, and grounds; event coordination and performing arts center operation; information systems infrastructure, network administration, academic technology and support, telecommunications systems, and presentation services; and other duties as assigned.

2. Assumes responsibility for implementation, interpretation, revision, and evaluation of the Colleges financial condition, including the adequacy of internal control procedures and state and federal

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programs and fiscal compliance. Works closely with the Instructional Services, Student Services, and School of Continuing Education units on short and long-term FTES plans and strategies.

3. Oversees the retiree benefits irrevocable trust fund; ensures actuarial studies are completed as required and develop a plan for funding the liability.
4. Develops cash flow analysis related to the Colleges general obligation bonds; issues general obligation bonds as needed to support the Colleges construction plans; serves as the main point of contact with legal counsel, financial advisors, underwriters, and rating agencies; ensures compliance with continuing disclosure requirements and bond covenants; oversees the Independent Citizens Oversight Committee and ensures its compliance with legal requirements.
5. Coordinates and directs personnel, resources, communications, and information to meet College needs and assure smooth, efficient, and cost-effective Administrative Services activities; directs the development and implementation of Administrative Services plans, projects, programs, services, systems, strategies, goals, and objectives; directs and controls activities to assure proper and timely resolution of related issues, conflicts and discrepancies.
6. Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; coordinates subordinate work assignments and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements.
7. Plans, organizes, controls, and directs Fiscal Services operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets, and accounts; directs financial recordkeeping, reporting, and auditing functions to assure accurate and timely accounting and reporting of accounts, funds, and budgets; directs and participates in annual internal auditing activities.
8. Coordinates and directs College-wide operations and activities involved in the inspection, cleaning, maintenance, and repair of buildings, facilities, grounds and equipment; identifies construction needs and directs the planning, development, scheduling, design, and implementation of construction and renovation projects to meet the educational and operational needs of the College.
9. Assures adequate resources to meet Facilities Planning and Management and College-wide needs; directs operations and activities involved in the purchasing of College supplies, services, and equipment; directs related bidding and contract administration functions; assures cost-effectiveness

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and quality of services and products; reviews, analyzes, and provides approval for major contracts.

10. Directs Auxiliary Services Corporation operations, activities, and support services including bookstore and food services and related functions (i.e., vending); administers activities to assure and enhance cost-effectiveness, profitability, and quality of related services and products.

11. Provides guidance to the Chief Technology Officer (CTO) in the oversight of information technology including information systems infrastructure, network administration, academic technology support, and telecommunications systems; and replacement and repair of audio-visual, video, and communications equipment used for instructional and operational support by the College.

12. Administers payroll processing functions to assure employees are paid in an accurate and timely manner; directs activities to assure eligible employee receive available vacation and sick leave, and other benefits provided by the College.

13. Plans, organizes, controls, and directs College-wide Risk Management operations, emergency operations center, and activities including insurance, general liability, loss prevention, and Workers Compensation programs and functions; reviews, analyzes, and provides authorization for insurance claims as appropriate.

14. Coordinates and directs Police and Campus Safety functions to assure the well-being of students, staff, and visitors, including patrol, parking enforcement, investigations, and support services.

15. Directs the functions and activities of the College Technical Services of the Performing Arts Center and Summit Event Center, Event Services, and Broadcast and Production Services, including production operations, box office, and ticketing activities.

16. Coordinates the short-term investment of College funds; monitors and analyzes market conditions and economic and financial trends to identify and analyze investment opportunities available to the College; determines optimal type and amount of investments and initiates related transactions; directs the appraisal, control, and sale of College properties.

17. Provides technical information and assistance to the President /CEO regarding Administrative Services operations, activities, projects, needs, and issues; participates in the formulation and development of policies, procedures, and programs. Assures mandated reports are submitted to appropriate State or federal agency according to established timelines.

18. Provides consultation and technical expertise to administrators, personnel, and others concerning

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Administrative Services operations; responds to inquiries, resolves issues and conflicts, and provides detailed and technical information concerning related laws, codes, standards, requirements, plans, services, accounts, projects, budgets, goals, objectives, rules, regulations, policies, and procedures.

19. Serves as a member of the Presidents Cabinet; coordinates, attends, and conducts a variety of meetings, boards, and committees; prepares Board of Trustees agenda items as needed; prepares and delivers oral presentations concerning Administrative Services operations, activities, projects, needs, and issues.

20. Reviews, analyzes, and evaluates pending legislation, legal mandates, regulations, and guidelines that may affect the Colleges Administrative Services programs, functions, and activities; anticipates and identifies legal issues and counsel administration in the development of strategies for resolution; confers with legal counsel as appropriate; maintains current knowledge of laws, trends, policies, procedures, and practices used in similar functional areas in a public community college district; develops legislative materials related to budget, finance, facilities planning and other related areas; analyzes impact on the College; recommends legislative strategies and strategies for reporting, decision-making and presentation purposes as appropriate; reviews and recommends legislation which could benefit the College and its population/clientele; and maintains communications with appropriate government agencies, state and national organizations.

21. Advises administration and the Board of Trustees on labor and employee relations costs during negotiations; interprets financial provisions of negotiated contracts and ensure that employment-related actions are in conformance with negotiated agreements and applicable laws and regulations.

22. Directs the preparation and maintenance of a variety of narrative, financial, and statistical reports, files, and records as required by the President/CEO. Oversees the preparation of materials and reports and make presentations periodically, as necessary.

23. Encourages professional excellence among division personnel and promotes an organizational culture of customer service, innovation, and quality services; trains, guides, supervises, supports, and evaluates the performance of assigned personnel; delegates and reviews assignments and projects; establishes and monitors timelines and prioritizes work; establishes clear expectations for effective performance of assigned functions; evaluates work products and results and ensures continuous improvement of the division through organizational change management, new technology solutions, assessment of best practices and feedback from internal customers to increase productivity and effectiveness.

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24. Provides vision and leadership for a diverse, dynamic, and innovative community of managers, faculty, staff, and students.

25. Maintains confidentiality of sensitive and privileged information.

26. Operates a variety of office equipment including a computer and assigned software; drives a vehicle to conduct work.

**Qualifications**

**Knowledge of:**

1. Planning, organization, and direction of College-wide Administrative Services operations and activities including accounting, purchasing, parking and security, banking, bookstore, food service, mail, satellite stores, warehousing, risk management, insurance, payroll, custodial, facilities construction, maintenance and repair functions, campus events, broadcasting and presentation services, and performing arts center.
2. Accounting, budget, and business functions of a College district.
3. General methods, practices, procedures, materials, tools, and equipment used in facility inspection, cleaning, planning, construction, maintenance, and repair activities.
4. Generally accepted accounting and auditing principles, practices, and procedures.
5. Building construction practices and laws governing the construction and renovation of public buildings. Safety, risk management, asset protection, and loss control principles, strategies, and techniques. General principles, methods, practices, and procedures of purchasing and contract administration.
6. Applicable local, State, and federal laws, codes, ordinances, regulations, policies and procedures.
7. College organization, operations, policies, and objectives.
8. Policies and objectives of assigned programs and activities.
9. Principles and practices of administration, supervision, and training.

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10. Advanced theory and application of budgetary planning and control in a college system.
11. Oral and written communication skills.
12. Interpersonal skills using tact, patience, and courtesy.
13. Operation of a computer and assigned software.
14. Public relations techniques.

**Skills and Abilities:**

1. Plan, organize, control and direct College-wide Administrative Services operations and activities including accounting, purchasing, parking and security, banking, bookstore, food service, mail, satellite stores, warehousing, risk management, insurance, payroll, custodial facilities construction, maintenance and repair functions, campus events, broadcasting and presentation services, and performing arts center.
2. Coordinate and direct personnel, resources, communications and information to meet College needs and assure smooth, efficient, and cost-effective Administrative Services activities.
3. Supervise and evaluate the performance of assigned personnel.
4. Direct the development and implementation of Administrative Services plans, projects, programs, services, systems, strategies, goals, and objectives.
5. Identify construction needs and direct the planning, development, scheduling, design, and implementation of construction and renovation projects.
6. Provide technical direction in the development and preparation of the general College and other College-wide budgets.
7. Monitor, analyze, and modify policies, procedures, and programs to enhance the financial effectiveness and operational efficiency of Administrative Services operations and activities.
8. Plan, organize, control, and direct College accounting operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets, and accounts.

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9. Communicate effectively both orally and in writing.
10. Interpret, apply, and explain rules, regulations, policies, and procedures.
11. Establish and maintain cooperative and effective working relationships with others.
12. Operate a computer and assigned office equipment.
13. Analyze situations accurately and adopt an effective course of action.
14. Meet schedules and time lines.
15. Work independently with little direction.
16. Plan and organize work.
17. Direct the preparation and maintenance of a variety of narrative, financial, and statistical reports, records, and files related to assigned activities.

**Education and Experience:**

Equivalent to a Masters degree or higher from a regionally accredited college or university with major coursework in a business-related field.

Five (5) full-time equivalent years of increasingly responsible fiscal experience or facilities construction and maintenance experience or information technology experience.

Three (3) full-time equivalent years of experience in an administrative capacity.

**Desirable Qualifications:**

1. Doctorate degree from a regionally accredited college or university.
2. Five (5) full-time equivalent years of senior-level college administrative experience.





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**Licenses and Certificates:**

The incumbent may periodically be required to get to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California drivers license.

To apply, visit <https://hrjobs.mtsac.edu/postings/13290>

**Our Mission:** The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

**Our Vision:** Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal-opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

The District works to create an inclusive environment that provides a safe haven for international students, veterans, re-entry students, LGBTQIA+ students, and students of various learning styles regardless of citizenship status.



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We are committed to hiring Faculty, Staff, and Management who understand how cultural diversity in the academic environment promotes academic excellence, fosters cultural, racial, and human understanding, and provides positive role models for all students.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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