Job Title: Executive Director of Administrative Services    Job Code: 61766

JOB SUMMARY

The Executive Director of Administrative Services develops strategies, goals and objectives to accomplish the mission of the Office of Administrative Services and manages the day-to-day operations of the Office.

MAJOR DUTIES

As a member of the management team, develops strategies, goals and objectives to accomplish the mission of the Office of Administrative Services. Manages fiscal and other administrative functions for the Administrative Services Office, ensuring that budgeted amounts and administrative operations result in no audit exceptions. Ensures that contractual agreements are administered according to applicable policies, procedures and guidelines. Manages human resources and employee relations functions by identifying training and development needs and ensuring that necessary job-related instruction is provided. Assigns work to employees, considering factors such as available resources, staff ability and workload. Ensures that operations, purchasing, telecommunications, records management, human resources, budget, accounting and other support functions are managed in accordance with established policies, procedures and guidelines. Maintains operational data in department reporting system such as expenditures, manpower, activity, performance evaluations or other operational data. Analyzes financial statistics and other accounting data to identify trends impacting the fiscal position of the department and apprises supervisor of analysis. Serves as advisor to Vice President of Administrative Services and division directors and prepares special reports as requested. Develops and maintains effective working relationships with technical college peers to promote positive public relations by cultivating effective working relationships to facilitate accomplishing goals and objectives.

COMPETENCIES

Knowledge of the mission of postsecondary vocational/technical education
Knowledge of accounting principles to include GAP, Governmental Accounting Standards, and statutory regulations
Knowledge of program assessment and strategic planning strategies
Knowledge of budget development and management principles
Skill in the delegation of responsibility and authority
Skill in the operation of computers and job related software programs
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
Oral and written communication skills
MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting or a related field from an accredited college or university *and* Seven years of professional accounting experience, three of which must have been in a managerial capacity.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.