Job Title: Vice President of Administrative Services  
Job Code: 61912

JOB SUMMARY

The Vice President of Administrative Services is responsible for planning, organizing and directing the overall administration of the college’s financial and student financial services operations.

MAJOR DUTIES

Prepares and maintains total budget for a technical college;
Directs, through subordinate managers, a comprehensive accounting program which integrates Generally Accepting Accounting Principles (GAAP), Governmental Accounting Standards, statutory accounting requirements and the technical college's fiscal policies and procedures;
Directs, through subordinate managers, the personnel analysis functions for the technical college;
Oversees the implementation and delivery of programs; ensures that analysis functions support the technical college's mission, goals and objectives;
Directs, through subordinate managers, the establishment of short-term and long-range plans relating to the design, construction, engineering and repair and maintenance projects in support of overall facility goals and objectives of the technical college;
Directs, through subordinate managers, the technical college's information technology planning;
Directs, through subordinate managers, the planning, development and implementation of marketing and public relations projects and/or campaigns for the technical college;
Directs, through subordinate managers, building security staffing. Ensures policies and procedures relating to the administration of building security, parking and emergency preparedness are followed;
Directs, through subordinate managers, the operations of the technical college's bookstore;
Directs, through subordinate managers, the food service operations to ensure full compliance with local, state and federal regulations;
Directs, through subordinate managers, the financial aid program which provides information to prospective and enrolled students, staff and the general public concerning state and federal financial assistance;
Manages and oversees financial/budget operation of the department;
Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
Evaluates employees at scheduled intervals upon reviewing of all relevant information
Conducts regular evaluation of services provided and make adjustments as needed;
Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.
COMPETENCIES

Knowledge of the mission of postsecondary vocational/technical education
Knowledge of program assessment and strategic planning strategies
Knowledge of budget development and management principles
Knowledge of local demographics, regional issues, and the social culture of the community
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

Bachelor's degree *and* Seven (7) years of related work experience

OR

Master's degree *and* Three (3) years of related work experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.