

**FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2021**

**ASSOCIATE VICE PRESIDENT FOR ADMINISTRATIVE SERVICES**

**FLSA STATUS: EXEMPT - PAY GRADE: 29 – A**

**JOB FAMILY: SENIOR ADMINISTRATION JOB FUNCTION: EXECUTIVE MANAGEMENT**

**GENERAL STATEMENT OF JOB**

The Associate Vice President for Administrative Services provides administrative leadership and fiscal oversight and monitoring for categorically funded programs, self-sustaining and contracted services operations, administrative support functions such as Payroll, Student Financial Services and Purchasing, and related areas.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Develop College's operating and personnel budgets.

Develop College's capital outlay budgets.

Develop budgets for Fund 2 Student Activities, Fund 5 Scholarships.

Maintain personnel budget control by reviewing all position changes, new positions and salary changes.

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Monitor and manage numerous Auxiliary Services contracts such as bookstore management, snack and beverage vending, contracted dining service, on campus childcare, pay for print services, leasing of broadband services, and other auxiliary contracts.

Lead and manage Business Services goals/projects and related initiatives impacting Business Services, to include Budget, Purchasing, Payroll and Student Financial Services to accomplish and communicate to staff responsible for those outcomes. Monthly, monitor progress towards these goals.

Maintain communication with direct reports and provide leadership in response to operational challenges.

**SUPERVISION RECEIVED**

Supervision is received from the Vice President of Finance and Administration.

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### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

### **PREFERRED QUALIFICATIONS**

Bachelor's degree in business administration from an accredited college or university supplemented by five (5) years of progressively responsible administrative purchasing experience.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

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**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 9/21