



The ACADEMY

South Bay Regional Public Safety Training Consortium

♦ 560 Bailey Avenue, San Jose, CA 95141 ♦ Phone (408) 229-4299 ♦

Director of Administrative Services

Job Announcement

SALARY- Range 138

\$8,631.93 - \$10,492.17
Monthly

DEFINITION

An executive management position under the direction of the President/CEO and/or Vice President with responsibility for matters related to the support of Administrative Services, to include Fiscal and Payroll Services, Human Resources, and Risk Management.

ASSIGNMENT

This is an exempt management position. General assignment is 40-hours per week, normally 8:00 am - 5:00 p.m. Monday through Friday, 12 months per year. There may be limited weekend and weeknight hours based on Consortium needs.

DISTINGUISHING CHARACTERISTICS

The Director of Administrative Services has oversight and responsibility for the development and management of the annual budget, additional funding sources, accounts receivable and accounts payable, contracts and Memorandums of Understanding. The Director of Administrative Services is also responsible for ensuring the continuity of fiscal and human resources, to include insurance benefits, payroll, hiring processes, promotional opportunities, staff training, and disciplinary actions. The Director of Administrative Services has direct oversight of four full-time Fiscal staff members and has frequent contact with client agencies, vendors, partner colleges and various other internal staff. Candidates should have strong leadership and organization skills. The ability to work in a fast paced environment while managing multiple tasks is essential.

EXAMPLES OF DUTIES

Depending on assignment, duties include, but are not limited to, the following:

- Plan, prioritize, assign, supervise, mentor, and evaluate the work in the Business/Fiscal Services department.
- Lead and motivate individuals and groups to achieve designated goals
- Ensure the use of best practices in Human Resources management, and employee and organizational development
- Administration of employee development, risk management, personnel practices and recruitment, hiring, and retention
- Maintain course and student documents related to risk management and make recommendations for improvement.
- Negotiate, execute and manage contracts and Memorandums of Understanding subject to the scope of Joint Powers Authority (JPA) guidelines
- Assure compliance of all contractual obligations with all pertinent Federal, State and local laws

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- Research and prepare funding proposals, and seek and administer grants as appropriate
 - Develop related revenue streams in support of the Consortium
 - Approve deposits to, and use of, agency training credits account funds
 - Ensure fiscal compliance with Peace Officer Standards and Training (POST), State Fire Training (SFT) and the California Community College Chancellor's Office agreements, rules and regulation requirements
 - Manage and ensure community college requirements are met in the following areas: registration fee payments, contracts, student financial aid and other collateral duties
 - Provide information and assistance to internal and external audits of student records, budget expenditures and compliance issues
 - Oversee and coordinate end of fiscal year audit activities
 - Using the Consortium accounting software, prepare a variety of reports, balance sheets, JPA and agency enrollment reports
 - Analyze and verify financial reports, statements, accounts and records of expenditures and revenue
 - Monitor and approve bank deposits
 - Conduct follow up on collection of accounts receivable
 - Approve payments for all accounts payable bills and invoices
 - Prepare job announcements, collect and review applications, oversee selection processes and hiring of employees for new or vacant positions
 - Oversee payroll processing, to include employee use of leaves and paid time off
 - Monitor and/or renew employee benefit programs, to include medical insurances, worker compensation, and retirement plans
 - Monitor and renew Consortium liability insurance policies
 - Act as the liaison between the Consortium and its legal counsel
 - Ensure that proper steps are taken as may be required for any employee disciplinary actions
 - Act as the Consortium Equal Opportunity Officer to ensure compliance with mandated training and take corrective actions required in support of a harmonious work environment and to prevent workplace harassment of any kind
 - Provide oversight of course close-out and reconciliation, and agency invoicing
 - Maintain contact with Executive Management to ensure compliance with policies, procedures and General Accepted Accounting Principles (GAAP).
 - Assist in the development, administration and implementation of JPA goals and policies
 - Prepare and develop JPA agendas
 - Add/ Delete member and confirm requisites filings as the Consortium's Filing Officer for Fair Political Practices Commission (FPPC) filings
 - Maintain and update the list of "Authorized Armed Employee"
 - Review and approve Gavilan College lease agreement invoices
 - Upon request, review and consider Registration Fee Payment Plans for self-sponsored students
 - Send Consortium colleges annual requests for projected FTES allotments. Distribute allotment letters for signature in April and if necessary, due to the Governor's May revised budget amounts, resend revised allotment letters in May
 - Request Certificates of Insurance from our liability and workers' compensation insurance brokers as required by any agency contract for services.

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- Oversee collection of payments on past due invoices
 - Review all FMLA Leave Requests and forward to Consortium Executive Team for approval
 - Review and engage in interactive process in consideration of all employee and student requests for accommodation
 - Process all Workers Compensation Claims
 - Review all POST and Agency contracts and agreements for services
 - Oversee the Consortium's Employee Policy manual; update as needed
 - Conduct or oversee investigations into all incidences of alleged employee misconduct
 - Prepare Notices of Disciplinary actions and ensure proper protocols are followed
 - Serve as the Consortium's Title IX Coordinator for Employee and Student Related Complaints
 - Perform other related duties as assigned by the President/CEO, Vice President or the JPA Governing Board

QUALIFICATIONS:

Knowledge of:

- General principles of supervision, training and organizational management
- Human resource principles and practices, to include employee hiring, benefits, leaves, compensation, performance appraisals, professional standards, workplace policies, safety and security, unlawful harassment, standards of conduct, disciplinary policies and separation of employment
- Principles, practices, methods and terminology used in cost accounting, general accounting and auditing
- QuickBooks and Microsoft Excel software, to include application of data processing in the maintenance of accounting records and financial administration
- Principles and practices of financial administration including budget development, analysis and reporting
- Contracts and Memorandums of Understanding development

Ability to:

- Work independently and exercise judgment and initiative
- Communicate effectively with diverse groups including students, college personnel and public agency employees
- Ability to work with individuals with diverse socio-economic and ethnic backgrounds
- Experience in the management of budget and personnel, knowledge of POST and SFT or similar state regulatory agencies
- Exercises good judgment in determining financially viable programs
- Work effectively as part of a team to accomplish goals and objectives
- Multi-task while meeting deadlines
- Promote, establish and maintain cooperative and effective working relationships with JPA staff, colleges, agency partners and the general community

Desired Personal Characteristics:

The ideal candidate has strong leadership skills, is an effective communicator, self-starter, collaborator, problem solver, team builder, and possesses the ability to develop and maintain strong

professional relationships and collaborate with organizations and business partners. Candidates should also be politically astute and be of high moral and ethical integrity with a strong sense of commitment to the program.

EXPERIENCE AND EDUCATION:

- Bachelor's Degree from an accredited institution or foreign equivalent; Master's degree preferred.
- Minimum of two (2) years of public safety management, administrative, or executive experience highly desired. This experience is typically developed through management or higher-level responsibility within an organization.
- Strong understanding of principles of supervision, training and performance evaluation
- Understanding of human resource management, accounting principles, and business services functions

OPPORTUNITIES & CHALLENGES

- Leading the continued effort to deliver high quality public safety training in a cost-effective manner
- Implement emerging technology to improve customer service and training delivery
- Support efforts related to strategic planning, employee development and organizational growth
- Ability to make decisions and implement organizational change in a collaborative environment to optimize organizational effectiveness
- Strengthening and stimulating partnerships that improve Consortium and client relationships

BENEFITS:

The Consortium offers medical, dental and vision insurance plans to employees and dependents. The retirement plan is competitive, but not PERS/STRS.

SALARY:

Range 138: \$103,583 - \$125,906 annually based upon 2024/25 Salary Schedule.

APPLICATION REQUIREMENTS:

Applications meeting required qualifications will be forwarded to the interview committee. It is the responsibility of the applicant to submit all application materials as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents:

- Complete the [job application form online](#) and upload required documents below
- Current resume demonstrating education and experience related to the qualifications identified for this position together with five references
- A two-three page personal statement describing training, experience and qualifications related to the DUTIES/RESPONSIBILITIES, OPPORTUNITIES & CHALLENGES, DESIRED PERSONAL CHARACTERISTICS of this position
- If invited for an interview, unofficial transcripts demonstrating minimum educational qualifications (official transcripts required at time of job offer).

CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION.

Submit application materials and fill out our South Bay Job Application:

South Bay Employment Application

CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION.

Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. We are unable to return or duplicate application materials.

Closing Date: UNTIL FILLED

South Bay Regional Public Safety Training Consortium is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnicity, race, color, language, accent, immigration status, ancestry, national origin, age gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicant with disabilities who self-disclose.