

DIRECTOR OF ADMINISTRATIVE SERVICES (WOC)**DEFINITION**

This is professional fiscal management work in serving as the chief fiscal and budgetary control officer of West Oahu College. Work involves responsibility for the maintenance of fiscal records, in accordance with prescribed procedures and requirements, for West Oahu College. Work includes responsibility for: assisting the Chancellor in reviewing budgetary requests, preparation of final budget for submission, assisting in budget presentation, and administering the approved budget; administering fund receipts and disbursements; preparing and maintaining fiscal and internal control systems; and recording and preparing reports on all purchases, contracts, disbursements, and certification of availability of funds; assisting in the preparation of the Capital Improvements Budget; and controlling any cash transactions made at the College level. Work also entails serving as personnel officer for a College requiring the preparation, processing, and recording of all personnel and payroll actions as well as providing interpretation of personnel rules, policies, and procedures to administrators and employees. Responsibilities also include those of ensuring that proper maintenance and care is taken of all physical facilities and properties of the College including the provision of adequate security of the premises at all times. Work may include additional peripheral duties such as serving as Occupational Safety and Health Act Officer, Equal Employment Opportunity Officer, and Bookstore Liaison Officer as well as providing such services as parking regulation, central duplicating, mail, and messenger service, and controlling the campus motor pool operations. Work requires considerable knowledge of fiscal planning, programming, and budgeting procedures as well as general administrative ability in business and personnel areas. Supervision is exercised over a staff of professional, technical, and clerical assistants. Supervision is received from the Chancellor who reviews work performed through both oral and written reports, financial analyses, and results of audits and results obtained.