

SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT

Vice Chancellor of Administrative Services

The Vice Chancellor of Administrative Services is the Chief Fiscal Officer, bearing responsibility for the development, approval and control of the District budget, and plays a leadership role in the development of both short-term and long-range strategic planning. Responsibilities include planning and directing the business and administrative services functions of the District. The Vice Chancellor is administratively responsible for overseeing the operations for Information Technology Support and Services, District Police / EMS, Purchasing, Accounting, Budget and Payroll, Plant Planning, Facilities and Maintenance, Bond implementation and public/private ventures and auxiliary services.a

This is a full-time, 12 months per year management position.

Position Purpose:

Reporting to the Chancellor, the Vice Chancellor of Administrative Services is the Chief Fiscal Officer for the District.

Duties and Responsibilities:

1. Work closely with the Chancellor, College Presidents, other administrators and staff at all stages of the budget process. Exercise continuous budget controls to ensure proper expenditures of authorized funds. Assist the Chancellor in establishing budget priorities. Make presentations to the Governing Board.
2. Work collaboratively with shared-governance groups, building consensus, in developing and implementing a District budget which balances the academic needs of the colleges with available funding.
3. Direct, supervise and evaluate assigned staff while establishing and maintaining a climate that encourages the development and retention of competent staff, high level morale, and achievement of district goals.
4. Responsible for budget projections and models.
5. Assist in the negotiation and implementation of academic and classified collective bargaining contracts.
6. Act as representative of the District to governmental agencies, civic groups and community.
7. Recommend, develop, coordinate, and implement complex business policy.
8. Responsible for maintenance of financial records and audit trails in accordance with District and State policy; Confer with external and internal auditors in the performance of a variety of fiscal and operational audits.
9. Provide overall supervision of the business operations of the District, including accounting, budget, payroll, warehousing and central receiving, parking, risk management, and purchasing.
10. Work closely with Human Resources to develop and deliver related employee services such as payroll and benefits.
11. Direct and manage grants and investments, Bond activities and public/private ventures.

12. Be responsible for state and federal mandated reports.
13. Develop, support and participate in long term plans for technology enhancement, telephone and communications systems, safety and security.
14. Develop and oversee master plan for land use, facility planning, bid development, and construction activities including new construction, renovation, and maintenance.
15. Direct security and safety on all facilities and grounds.
16. Perform related duties as assigned.

Knowledge, Skills and Abilities

Knowledge:

1. Educational institution operations, related laws, regulations, public policies, business and administrative practices; Educational and governmental accounting and audit standards and practices.
2. Complex information systems.
3. Public/private ventures.
4. Federal and State laws and regulations pertaining to public higher education.
5. Federal and State Labor Laws.
6. Business management, leadership, supervision.
7. Technology and innovations as they relate to an educational environment, specifically community colleges.
8. District Policies and Procedures.
9. Knowledge of policing safety security and Emergency Management Systems.

Skills and Abilities:

1. Effectively communicate critical budgetary issues to the Trustees, leadership groups, the colleges, and the general community;
2. Understand the sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background, and sexual orientation of community college students and employees.
3. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.
4. Demonstrated ability to effect innovative solutions to management and operational issues.
5. Ability to analyze a wide variety of technical, business, and fiscal issues.
6. Skills to organize, direct, oversee, and lead multi-unit and diverse activities.
7. Proven ability to implement sound business practices and administrative service delivery.

Working Conditions:

Typical office environment.

Minimum Qualifications:

Education and Experience:

1. Master's degree in Business Administration or other related field.

2. Five or more years experience in progressively higher management positions in large institutions.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve; and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
4. Experience working with oversight Boards and collaborative governance structures.
5. Experience with complex information systems, and the ability to analyze a wide variety of technical, business, and fiscal issues.

Special Licenses, Certificates, etc.:

Not applicable.

Desired Qualifications:

1. California Community College administrative experience, including:
 - Maintenance of financial records and audit trails in accordance with rules, regulations and policies; working with external and internal auditors in the performance of a variety of fiscal and operational audits.
 - Overall supervision of the business operations, including accounting, budget, payroll, warehousing and central receiving, parking, risk management, and purchasing.
2. Experience with public/private ventures.
3. Experience with entrepreneurial approaches to fund development.

Does this position accept online applications?

Yes

Opportunity Type:

MANAGEMENT EMPLOYMENT OPPORTUNITY

Note: As of December 19, 2011, the closing date for this posting has been extended to February 7, 2012 (from January 17, 2012).

Posting Date:

11-30-2011

Closing Date:

02-07-2012

First Review Date (if Open Until Filled):

Not applicable

If No, please specify

Not applicable

Posting Number:

0010288

Work Location

District Office

Division:

Administrative Services

Position status:

Full-time

Academic Position Type:

Management

Academic Position Term:

Regular 100% FTE 12-Months per year

Salary Range:

\$167,318 - \$188,221 Annual Salary (Range 35: Management Salary Schedule. Salaries are non-negotiable. Starting placement is generally at Step 1).

Benefits Available:

Medical, Dental, Vision, Life Insurance, Income Protection and Retirement. Management positions include 20 vacation days, 17 holidays and 6 Administrative Leave days per year.

Employment Start Date:

As soon as possible or early spring 2012 semester

Job Category

Executive/Administrative/Managerial

Application Procedures, Notes and Contact Information

Interested applicants MUST SUBMIT ONLINE ALL of the following materials by the closing date to be considered for the position (This job posting is found at the following URL:

<http://www.apptrkr.com/230341> or <https://jobs.sjeccd.edu>. To apply, you MUST FIRST click the link "Apply for this Posting" on the job posting):

1. A completed online San Jose/Evergreen Community College District ADMINISTRATIVE/MANAGEMENT POSITION APPLICATION
2. COVER LETTER
(Must state how you meet ALL the minimum qualifications in EDUCATION and EXPERIENCE as described in the job announcement Minimum Qualifications section. Also, state how you meet other qualifications)
3. RESUME

4. TRANSCRIPT(S) - NOT DIPLOMAS - (unofficial or official copies) for stated degrees/coursework and must have the degree confer/award dates (circled). Official transcripts will be required prior to employment start date should the position be offered.

ABOUT TRANSCRIPTS: *If you do not have an electronic version of the transcript, you can get it scanned at Kinkos, Office Max, Office Depot, Staples, etc.; then attach the electronic version of your transcript to this online application at the later part of the application process.*

IMPORTANT NOTES:

1. Only complete application materials will be considered (No exception for any or internal applicants). Application materials must include: a. ADMINISTRATIVE / MANAGEMENT POSITION APPLICATION, b. COVER LETTER, c. RESUME, and d. TRANSCRIPT(S) of degrees having confer/award date on the transcript. (The criminal history explanation, if any, must be provided and will NOT be forwarded to the screening committee)
2. Incomplete application packet and/or documents received by Human Resources after the closing date will not be considered (No exception for employees or non-employees).
3. Applications not having all required minimum qualifications in education and experience as stated in the Minimum Qualifications section will not receive further considerations.
4. Letters of Recommendation are not required and will not be included in the application packet. Additional documents that are not requested may not be included.
5. DEGREES/COURSEWORKS must have been awarded by a college or university ACCREDITED by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
6. FOREIGN DEGREES/COURSEWORKS: Candidates with DEGREES and CREDITS earned outside of the United States MUST provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with the application. Simple translation of the language on foreign transcripts, coursework, or similar will NOT suffice; thus will cause the application packet to be judged as incomplete.
7. Upon hire 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.
8. Application materials become the property of the district and will not be returned or duplicated for applicants.
9. Travel expenses to attend the interview are the responsibility of the candidate.
10. Meeting the minimum qualifications does not assure an interview.
11. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

For assistance, contact:

HR Employment Services

4750 San Felipe Road,
San Jose, CA 95135

Phone: (408) 270-6414 **Fax:** (408) 223-6341

Email: Hremploymentservices@sjeccd.edu

Equal Opportunity Employer Statement:

San Jose/Evergreen Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, 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 accommodations will be provided for applicants with disabilities who self-disclose.

Contacts:

At **EVC**, 3095 Yerba Buena Road, San Jose, CA 95135

Title IX Officer: VP Irma Archuleta (408) 274-7900 X.6749; **ADA/504 Section Officer:** VP of Administrative Services or designee (408) 274-7900.

Physical Demands

Not applicable

About San Jose/Evergreen Community College District

The San Jose/Evergreen Community College District consists of two colleges. The metropolitan San Jose City College located just minutes from downtown San Jose, established in 1921, and the park-like Evergreen Valley College located in southeast San Jose at the foot of the Diablo Mountain range, which opened in 1975. The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

With enrollment of approximately 20,000 per semester, and an extremely diverse student population (Hispanic/Latino 37%, Black/African-American 6%, Asian/Pacific Islander 36%, American Indian/Native American 1%, White/Caucasian 12%, First Generation 60%) attaining educational goals reflecting 34% - AA Degree and Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse management team consisting of 24% Hispanic/Latino, 26% Asian/Pacific Islander, 11% Black/African-American, 2% Native American, and 37% White/Caucasian, as well as encouraging applications from all qualified, outstanding applicants.