



## Ohlone College

### Interim Vice President - Administrative Services

#### **Position Description:**

#### **Ideal Candidate Statement:**

The ideal candidate is an effective leader, both strategically and operationally, who will guide short and long term financial planning to ensure the college's ability to meet its mission. An innovative thinker who works well in a collaborative and diverse environment, the candidate will be able to communicate key issues clearly to facilitate decision making and promote understanding. The candidate will help to implement the college strategic plan and provide leadership and vision in the master planning process.

#### **Job Description Summary:**

Under the direction of the President, plan, organize, control and direct the formulation of business and fiscal policies; assure the fiscal integrity and financial solvency of the College; analyze, project and present financial data, budget updates and other pertinent information to the Board of Trustees and other constituent and shared-governance groups; provide leadership and oversight to a variety of College departments; manage the College risk management program; supervise, manage and negotiate construction, maintenance, technology and other College; business contracts; oversee the maintenance and upkeep of College buildings, property and equipment; supervise and evaluate the performance of assigned personnel.

#### **Knowledge Skills and Abilities:**

##### KNOWLEDGE OF:

Planning, organization and direction of the formulation of business and fiscal policies.

Enterprise resource planning.

Business processes and operations.

Grants and contracts processes.

Resource management.

Accounting and financial procedures.

State Education Code.

Union negotiations procedures.

Bond program and contract management.

Real estate transaction processes.

Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, control and direct the formulation of business and fiscal policies.  
Assure the fiscal integrity and financial solvency of the College.  
Analyze, project and present financial data, budget updates and other pertinent information to the Board of Trustees and other constituent and shared-governance groups.  
Provide leadership and oversight to a variety of College departments.  
Manage the College risk management program;  
Supervise, manage and negotiate construction, maintenance, technology and other College business contracts.  
Oversee the maintenance and upkeep of College buildings, property and equipment.  
Supervise and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**Essential Duties:**

**ESSENTIAL DUTIES:**

Serve as the chief advisor to the President on strategic matters related to budget development, finance administration, facilities services, legal, safety and other administrative concerns.

Plan, organize, control and direct the formulation of business and fiscal policies; make recommendations to the President and the Board of Trustees regarding legal aspects of the business and fiscal aspects of the College.

Assure the fiscal integrity and financial solvency of the College; conduct long-range financial planning, manage fiscal processes and assure effective internal controls and appropriate use of College funds to achieve College objectives and goals.

Analyze, project and present financial data, budget updates and other pertinent information to the Board of Trustees and other constituent and shared-governance groups; prepare financial and other reports as required by the State Chancellor's Office, Governing Board and other State agencies.

Provide leadership and oversight to a variety of College departments including Campus Police services, bond programs, construction projects, facilities planning, deferred maintenance, Measure G bond programs, energy management, finance, grounds, custodial, maintenance, transportation and facilities to assure a safe learning and working environment.

Manage the College risk management program; mitigate risk and assure effective insurance coverage of College property and personnel.

Supervise, manage and negotiate construction, maintenance, technology and other College business contracts; coordinate architectural and other proposals for the construction of new facilities or renovation of existing structures; oversee College contractual and public bidding processes.

Oversee the maintenance and upkeep of College buildings, property and equipment.

Serve as liaison between the College, government agencies, outside college and university representatives and other outside organizations regarding administrative services issues.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Direct the preparation and maintenance of a variety of narrative and statistical records, files and reports related to area programs, projects, budgets, compliance, services, systems, financial activity, personnel and assigned duties; assure mandated reports are completed and submitted to appropriate local, State or federal agency according to established time lines.

Provide consultation and technical expertise to the President, the Board, administrators, personnel, outside agencies and the public concerning area operations, activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related laws, codes, standards, requirements, goals, objectives, rules, regulations, policies and procedures.

Review and approve items submitted by the functional areas managed for presentation to the Board; direct the research, assembly and compiling of a variety of technical information related to College and area operations, services and functions; oversee the preparation and distribution of correspondence, fiscal documents and informational materials related to assigned activities.

Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to the operations and activities of assigned area; modify programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Provide leadership and oversight to the development, implementation and monitoring of College annual budgets; develop and prepare the annual preliminary budget for the Administrative Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

**Education and Experience:**

Any combination equivalent to: master's degree in business, finance or related field and seven years increasingly responsible experience in the administration of a business services department.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**Preferred Qualifications:**

**Salary Range:**

Competitive compensation package/negotiable

**Posting Detail Information:**

**Posting Number:**

**Number of Vacancies:** 1

**Desired Start Date:** 7/14/2015

**Position End Date (if temporary):**

**Close Date:** 7/21/2015

**Open Until Filled:** No

**Foreign Transcripts:** Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

**Benefits Statement:**

Competitive compensation package/negotiable.

**Immigration Reform & Control Act of 1986:**

Applicants selected for positions will be required to provide identification and employment eligibility as outlined in the federal “Immigration Reform & Control Act of 1986.”

**District Statement:**

A multi-campus single community college district, Ohlone College is located in the southern portion of the San Francisco Bay in California; serving 12,000 students per year. The District has a main campus in the City of Fremont and a newly constructed campus in the City of Newark. Ohlone College is an ethnically diverse institution that promotes innovation and continuous improvement in departments and divisions. The College is named for the native population living in the area when Mission San Jose was founded. The Fremont campus is located just south of the historical Mission. The Newark Campus is located near Interstate 880 and emphasizes programs in health, environment, and technology.

**EEO Statement Summary:**

The District is strongly committed to the principles of equal opportunity and to hiring qualified staff who reflect the diversity of our community. The District encourages a diverse pool of applicants and does not discriminate on the basis of sex, race, religious creed, color, national origin, ancestry, age (40 or over), medical condition, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, disability, military and veteran status, pregnancy/childbirth/breastfeeding or related medical condition or any other protected basis in any of its policies, practices, or procedures. The college encourages applications from all qualified applicants.

If you have a disability and are in need of special services, equipment, or facilities in order to apply or interview for this opening, please call the Human Resources office at: (510) 659-6088.

**Conditions of Employment:**

Offers of employment are contingent upon Governing Board approval. Employment with Ohlone Community College is not complete or official until applicants meet all pre-employment requirements. All new employees are required to submit official transcripts and proof of freedom from tuberculosis. In addition you will be required to provide identification and employment eligibility as outlined in the federal “Immigration Reform & Control Act of 1986.” Pre-employment tests and/or medical examinations may be required. Ohlone Community College does not sponsor H1B visas. Employees must sign the Oath or Affirmation of Allegiance and submit fingerprints for CA Department of Justice clearance.

**To apply, visit: <https://employment.ohlone.edu>**

Copyright ©2015 Jobelephant.com Inc. All rights reserved.

[Posted by the FREE value-added recruitment advertising agency](#)

jeid-8c860a9b876b344f8b44e21f38d6d9da