

## **Executive Director of Finance and Administrative Services**

Bakersfield College is renewing its search for its Executive Director of Finance and Administrative Services. The Executive Director is responsible directly to the college President for fiscal and financial planning and analysis, annual budget development and oversight of maintenance and operations, long range facilities planning, public safety, food services, mailroom, and liaison with various vendor contractors.

Deadline for submission of materials for candidates to be considered in the upcoming review of the applicant pool is July 19, 2013. Go to <http://jobs.bakersfieldcollege.edu/adminservices/> to apply.

This key executive leadership position is responsible for navigating the dynamic state and national contexts of declining public resources, and increased accountability. This position will also work with the explosion of information technologies that facilitate long-term planning and strategies for administrative services to promote the creation of a vibrant learning environment.

Bakersfield College is seeking an innovative, experienced, detail-oriented, highly motivated and organized person capable of leading these critical functions of the college. Equally important, the college also requires team building and collaboration skills in this leader. Finance and Administrative Services shares with other college operational areas the responsibility to pursue excellence in serving students, employees and the community and engages in continuous improvement of institutional effectiveness.

Serving the greater Bakersfield area since 1913, Bakersfield College is celebrating its centennial year. As one of the nation's oldest continually-operating community colleges and designated a Hispanic-Serving Institution, Bakersfield College addresses the needs of a diverse population of more than 24,000 students (unduplicated headcount) at three sites. The college's primary campus is located atop the Kern River Bluffs in east Bakersfield, just over 1.5 hours north of Los Angeles. Other Bakersfield College sites include the Weill Institute in downtown Bakersfield and the Delano Center 35 miles to the north.

The college has an unrestricted operating budget of more than \$68 million (expenditures and reserves). Like most other California community colleges, Bakersfield College is fiscally challenged by the state's prior years of decreased funding levels. However, because of careful stewardship of resources, the college enjoys a degree of financial stability not often found in similar institutions.

Minimum educational qualifications for the Executive Director of Finance and Administrative Services position are a Bachelor's degree AND a Certified Public Accounting certificate, or a Master's in Business Administration degree AND a Bachelor's degree with emphasis in Accounting or Finance. Minimum experience requirement is four years of public accounting, supervision, and demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and employees. You are encouraged to visit our search website

<http://jobs.bakersfieldcollege.edu/adminservices/> to view the position job description, read information about the college and the community it serves and to begin the application process.

The college has retained PPL, Inc. for support of its search and selection processes. Applicants interested in a confidential inquiry about the position, the college or the district may contact Dr. Dean Colli at (619) 517-6133 or [dcc@san.rr.com](mailto:dcc@san.rr.com) or Dr. Ben Duran at (209) 761-0524 or [durangroup4@yahoo.com](mailto:durangroup4@yahoo.com).