



Los Rios Community College District

Director, Administrative Services

The Institution:

Cosumnes River College is an open access, student-centered, comprehensive community college that prepares students to realize their educational and career aspirations through exemplary transfer, general, and career education in an academically rigorous and inclusive environment. Cosumnes River College also offers exceptional instruction in basic skills and English for non-native speakers, as well as a broad array of life-long learning, community services, and workforce development programs.

As a community of scholars and practitioners with a deep commitment to equity and social justice, Cosumnes River College values teaching and learning excellence and high academic standards sustained by academic integrity, fairness and mutual respect, and an ethic of care. The College's core values of cultural competence and diversity, continuous learning and assessment, exceptional student services, and innovation are central to our collegial and environmentally responsible academic setting.

Cosumnes River College is located in the rapidly growing south Sacramento County area. Cosumnes River College is one of four colleges which comprise the Los Rios Community College District. Founded in 1970, the college enjoys a highly diverse student body with 14,500 students, and over 600 members of the faculty, staff, and administration. Over sixty percent of these students come from historically underrepresented communities, with a substantial English Language Learner (ELL) population and first-generation college attendees.

Distance Education is an increasingly important part of the Cosumnes River College instructional delivery system. Students learn by accessing a variety of delivery systems, including live interactive television classes, online instruction, and hybrid classes.

Position Summary:

The Director, Administrative Services performs duties under the general direction of the Vice President of Administrative Services and Student Support. The Director, Administrative Services has direct responsibilities related to facilities utilization, planning, operations and maintenance; custodial services; classified personnel administration; printing and mail services; telecommunications and technology needs related to facilities; administrative services; implementation of the district's risk management, health and safety, and environmental compliance programs; recycling program; food services and vending; and community use of facilities.

The Director, Administrative Services is responsible for supervision and evaluation of assigned staff, coordinating responsibilities with instructional and student services programs, and working with district office staff in all areas of responsibility, including Facilities Management, General Services, Police Services and Human Resources. The Director, Administrative Services assists in the development and implementation of policies, regulations and procedures that relate to the assigned areas of responsibility.

Responsibilities:

College Business and Fiscal Affairs: Responsible for development of the annual operational budgets for all areas/operational units assigned and the monitoring and overall management of those budgets.

Classified Personnel: Assists and provides backup to the Vice President of Administration in administering college-wide classified personnel services.

Facilities Utilization and Planning: Responsible for college facilities management procedures, optimizing the use of existing college facilities based upon program requirements, special needs and district/college utilization standards. Assists in the planning of facility needs to accommodate future enrollment and to enhance the delivery of instruction and other services to students. Responsible for the scheduling of college facilities for non-instructional events and activities.

Police and Parking Services: Responsible to assist the Vice President of Administration as the college liaison to the district police department in areas of responsibility. The role of the liaison is to ensure that the needs of the campus are being met with regards to safety and security of students, staff, and property and addressing issues related to campus access and parking.

Food Services and Campus Vending: Responsible to assist the Vice President of Administration in the coordination of campus vendors responsible for food services and campus vending.

Custodial and Maintenance Services: Responsible for the planning, organizing and directing of custodial services and the establishment of custodial standards. Establishes and maintains a timely reporting process for facility defects and hazards. Promotes the review and implementation of new cleaning methods, products and equipment.

Other College Services: Implements the district's risk management, health and safety, and environmental compliance programs. Serves as the college Safety Officer. Supervises the college printing and mail services. Supervises the college receiving department and college vehicles fleet. Serves as a logistics manager for a variety of college functions. Responsible for coordinating the college recycling program. Coordinates telecommunication and technology needs of the college related to facilities and administrative functions with district staff.

Other duties: Promotes staff development and training for areas of responsibility. Supports a climate that fosters innovation and staff improvement in order to achieve optimal performance of assigned duties. Performs other duties as may be assigned by the Vice President of Administration.

Additional Responsibilities:

Ability to:

- Implement principles and practices of effective management, supervision and evaluation of college operations and related services.
- Deliver effective presentations; communicate effectively both orally and in writing; work independently; and effectively supervise staff in multiple operations.

- Interpret complex rules and regulations relating to areas of responsibility.
- Understand and implement district policies and regulations, state and local laws and codes related to job duties, including Americans with Disabilities, Act, California Education and Administrative codes, SB 198 [Injury and Illness Prevention Plan (IIPP)], appropriate collective bargaining contracts, and other related regulations.
- Maintain effective working relationship with faculty, staff, students and the public; exercise tact and diplomacy; maintain positive and cooperative relationships and effectively interact with the college community and external agency representatives; and coordinate shared or divergent interests and expectations among individuals and groups.

Minimum Qualifications:

1. Have a bachelor's degree from an accredited institution completed by April 1, 2014, in business, accounting, finance, business management, economics, engineering, plant operations or related field.
2. Have a minimum of three years experience in a responsible position that demonstrates the knowledge and ability to provide leadership in planning, organizing, directing, administering, reviewing and evaluating administrative management activities.
3. Have sensitivity to and understanding of the diverse academic socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical or learning disabilities as it relates to differences in learning styles.

Application Instructions:

To receive full consideration applicants applying to this Los Rios Community College posting are required to submit:

1. Los Rios Community College District Administrative application.
2. Unofficial transcripts of college/university work ** ("graduate advising documents and grade reports" will not be accepted as unofficial transcripts). NOTE: Los Rios employees are also required to submit unofficial copies of transcripts.
3. Resume
4. Two letters of recommendation
5. Letter of Interest

**Note: Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees and other relevant documents. A foreign transcript evaluation is required any time foreign course work is used to meet minimum qualifications even if the foreign transcript has been accepted by a college or university in the United States.

Do not submit additional materials that are not requested.

Conditions:

All Positions: Offers of employment are contingent upon the successful clearance from a criminal background check, freedom from tuberculosis, and proof of identity and eligibility to work in the United States prior to the first day of work. The District may select additional qualified candidates should unexpected vacancies or needs occur during this recruitment/selection process. When education is a requirement for the position, official academic transcripts from the accredited college/university must be

submitted within 60 days of hire.

Administrative/Executive/Faculty Positions: Contingent on funding and eligibility, successful candidates selected for an interview may be eligible to apply for partial reimbursement of travel expenses.

Administrative/Executive Positions: Administrative positions may be subject to the District's Conflict of Interest Code, and a statement of economic interest is required within thirty (30) days following appointment to the position. Management/Executive positions are exempt from overtime provisions of the Fair Labor Standards Act.

Additional Salary Information:

Additional stipend for an earned doctorate from an accredited university.

Location:

CRC (Cosumnes River College)

Department:

CRC President's Office

To be considered for this position please visit our web site and apply on line at the following link:

jobs.losrios.edu

LRCCD embraces diversity as one of the core values of the organization.

The Los Rios Community College District is an equal opportunity employer, and does not discriminate regardless of race, color, sex, religion, age, sexual orientation, national origin, ancestry, disability, medical condition, political affiliation or belief, or marital status.



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