

GOVERNANCE

The Los Angeles Community College District, headed by a Chancellor and governed by an elected Board of Trustees, is the nation's largest community college district with more than 10,000 employees and an enrollment of approximately 136,000 students per semester. It offers student transfer education to four-year colleges and universities, associate degrees, vocational education and a diversity of certificate programs in special interest areas.

COLLEGES OF THE DISTRICT

The Los Angeles Community College District is the largest community college district in California. Its nine community colleges are located throughout an area of 882 square miles within the County of Los Angeles. It includes the entire City of Los Angeles, a number of other incorporated cities such as Alhambra, Beverly Hills, Culver City and Monterey Park as well as unincorporated areas of the County. The District serves a student population of approximately 136,000 and offers student transfer education to four-year colleges and universities, associate degrees, vocational education, and a diversity of certificate programs in special interest areas.

East Los Angeles College

1301 Avenida Cesar Chavez, Monterey Park, CA 91754

Los Angeles City College

855 N. Vermont Avenue, Los Angeles, CA 90029

Los Angeles Harbor College

1111 Figueroa Place, Wilmington, CA 90744

Los Angeles Mission College

13356 Eldridge Avenue, Sylmar, CA 91342

Pierce College

6201 Winnetka Avenue, Woodland Hills, CA 91371

Los Angeles Southwest College

1600 W. Imperial Highway, Los Angeles, CA 90047

Los Angeles Trade-Technical College

400 W. Washington Blvd., Los Angeles, CA 90015

Los Angeles Valley College

5800 Fulton Avenue, Valley Glen, CA 91401

West Los Angeles College

9000 Overland Avenue, Culver City, CA 90230



MISSION OF THE DISTRICT

“Changing Lives in a Changing Los Angeles”

In an era of civic renewal, economic change, and cultural revitalization that is unprecedented in the history of Los Angeles, we, the faculty, staff, and administrators of the nine Los Angeles community colleges, dedicate ourselves to the goal of expanding access to educational opportunity across the many diverse communities that contribute to the greater Los Angeles area. We serve all Angelenos by providing an unparalleled array of educational offerings, including programs that prepare students for successful careers, for transfer to four-year colleges and universities, for the improvement of essential life and workplace skills, and for civic engagement and life-long learning. To achieve this mission, we strive to create supportive instructional environments that challenge students to meet rigorous academic standards, to become active, self-directed learners, to develop critical and creative habits of mind, and to develop an abiding appreciation for other peoples and other cultures.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Los Angeles Community College District is an equal opportunity educator and employer. The policy of the LACCD is to provide an educational, employment, and business environment free from prohibited discrimination in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, age, disability, marital status, medical condition, sexual orientation, or veteran status.

It is the policy of the Los Angeles Community College District to maintain a drug-free workplace. The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

BOARD OF TRUSTEES

- Scott J. Svonkin, President
- Mike Eng, Vice-President
- Mike Fong
- Andra Hoffman
- Sydney K. Kamlager
- Ernest H. Moreno
- Nancy Pearlman
- Vacant, Student Trustee

DISTRICT ADMINISTRATION

- Dr. Francisco C. Rodriguez, Chancellor
- Dr. Adriana D. Barrera, Deputy Chancellor
- Dr. Felicito Cajayon, Vice Chancellor for Economic and Workforce Development
- Bobbi Kimble, Interim Vice Chancellor for Educational, Programs and Institutional Effectiveness
- Dr. Albert J. Román, Vice Chancellor for Human Resources
- Jeanette Gordon, Chief Financial Officer/Treasurer
- Kevin D. Jeter, Acting General Counsel
- James D. O'Reilly, Chief Facilities Executive



INVITES APPLICATIONS FOR THE POSITION

VICE CHANCELLOR OF FINANCE & RESOURCE DEVELOPMENT



**Deadline for Application
September 11, 2015, 4pm**

www.laccd.edu

An Equal Opportunity Employer

VICE CHANCELLOR OF FINANCE & RESOURCE DEVELOPMENT

THE POSITION

Provide executive direction over strategic and long-range planning, implementation, and management of the following financial and resource development functions:

- » **Financial Planning, Management & Analysis:** Provides oversight and leadership over budget development, implementation, and monitoring; financial and management analysis, accounting and cost accounting; cash flow planning and management; treasury, investments, banking, internal controls and compliance; modeling and forecasts of revenue and expenses; development and compliance with financial, regulatory, and operational performance standards and goals; review, oversight, and compliance of sponsored funding awards; policy advice and guidance to Board of Trustees, Chancellor, and administrative staff.
- » **Procurement:** The solicitation, evaluation, negotiation, preparation, and award of purchase orders and contracts for the acquisition of supplies, equipment, materials, and services including the evaluation of descriptive requirements, specifications and scope of work, determination of methods of source selection, strategic supplier sourcing, value analysis, pre-solicitation conferences, monitoring and documenting of vendor/contractor performance, and assisting in vendor/contractor dispute and resolution processes; and the management and disposition of surplus equipment, materials, and supplies.
- » **Fundraising and Gift Giving:** Provides oversight and leadership for fundraising and gift giving strategies that are anchored to special initiatives and core institutional priorities; insures diversified and sustainable sources of support in the form of annual, major, planned, corporate, and foundation funding and gifts; enhances donor retention through focused donor relations and stewardship strategies; institutes policies and procedures that meet the highest ethical and professional standards for fundraising and gift giving; oversees business activities of District foundations; and provides orientation and training in their role and responsibilities to foundation board members.
- » **Workforce Development:** identifies strategies and resources to increase the skills and knowledge, of workers *enabling them to connect to jobs or higher education opportunities*; collaborates with employers, organized labor, local communities, educational institutions, and other parties to identify possible collaborations; creates a streamlined delivery system for implementation of grants, collaborations, and contract education; and provides administrative oversight for several streams of state and federal funding.

- » **Governmental Relations:** Monitors legislation, policy and regulatory developments, and advocacy activities that may impact District operations, priorities, and goals; serves as the staff liaison/resource for the Board of Trustees Legislative Affairs Committee; communicates the District's legislative priorities and positions to federal and state contract lobbyists; facilitates the exchange of data and information between District staff, policy makers, and lobbyists; tracks and provides routine legislative and lobbying reports to the Board of Trustees, District administrators, and staff; insures District compliance with all applicable ethics and disclosure laws; monitors and controls contract and related expenses for government relations activities.
- » **Communications, Marketing, and Brand Management:** Provides oversight and leadership over District-wide media relations, digital communications, graphic design, editing, and brand management activities; collaborates on delivery of news and information about the colleges and District with appropriate staff; administers the District's overall online and social media presence; oversees the production of publications and multimedia pieces; develops audience segmentation analytics to insure delivery of the right messages to the right audience; protects and promotes the reputation of the colleges and District through a proactive approach to media relations and issues management.

This position serves as a member of the Chancellor's executive cabinet and advises the Chancellor and other District executives on a wide range of finance and resource development matters that impact District and college planning and operations.

MINIMUM QUALIFICATIONS

A Master's degree from a recognized college or university preferably with a major in finance, economics, accounting, business administration, or related field; and Five years of senior management level experience with responsibility for financial management and operations for a medium to large public sector or private industry employer. Experience with a public educational institution is highly desirable. Experience in resource development, government relations, and/or communications is desirable. Special Qualifications: a valid Class "C" California driver's license must be obtained within 10 days of establishing residency in the State of California. Travel to locations throughout the District is required.

ADDITIONAL QUALIFICATIONS

The successful candidate is expected to have knowledge of principles, theories, and concepts of financial management and budgeting; Funding mechanisms and sources of funding for higher education; Principles, methods, techniques of accounting and cost accounting with an emphasis on governmental accounting; Principles, theories, and concepts of fund management, investment, and debt administration; Principles and practices of the full spectrum of resource development including: annual, major, planned, and individual and corporate gifting; Principles of communications and public relations and its role in advancing an organizational agenda; Principles, theories, practices, and techniques of marketing, branding, advertising, solicitations, stewardship, donor recognition, and administration; Resource development issues facing higher education and the basic tenets of community college education; Local, State, and Federal laws and regulations pertinent to all functional areas of responsibility; Leadership and relationship management skills; Principles of business management and public administration; Principles of human resources management and labor relations; Principles of public and community relations; Capabilities of computer systems and applications applicable to assigned areas of responsibility.

The successful candidate is expected to be able to formulate a clear organizational vision and appropriate operational goals and objectives for the management of fiscal and resource development programs and select business functions; Administer and direct fiscal and resource development operations in a manner that is data and principle driven, manages risk, insures compliance, and achieves institutional effectiveness; Support business needs and innovation in a diverse array of business and educational programs and activities through the use of information technology systems; Successfully navigate and thrive in a multi-institution context through persuasion, consensus, and effective communication; Establish and implement a comprehensive program of reporting and communication; Develop and implement the operating policies and procedures to insure institutional effectiveness and compliance with performance standards and goals; Anticipate conditions, plan ahead, and establish priorities; act independently and promptly to situations and events; Recognize the critical elements of problems, develop and evaluate data, and determine solutions; Evaluate program operations and personnel; Prepare and present effective oral and written communications, presentations, and reports; Effectively communicate highly technical information concisely and in understandable terms; Foster trust and confidence; earn support from internal and

external constituencies; Establish and maintain effective working relationships with industry representatives, officials of public and private organizations, internal stakeholder, and the public; Travel to locations throughout the District.

SALARY AND BENEFITS

The salary range for this job classification is **\$186,258 – \$218,712** per annum. Within this salary range, the successful candidate's starting salary will be commensurate with his/her education and experience.

- » 24 days paid vacation annually
- » 12 full-pay and 88 half-pay days of illness leave annually
- » Medical, dental and vision care plans for employee and dependents
- » \$50,000 District-paid life insurance policy
- » At least 15 paid holidays annually
- » Public Employees Retirement System

SELECTION PROCESS

A competitive examination process will be administered and will consist of the following parts: An Application Review to select a number of candidates whose qualifications most closely match the requirements of the position. Those candidates will be invited to participate in the Oral Interview, designed to assess each candidate's technical and personal qualifications for the position. Candidates passing all parts of the selection process shall have their names placed on an unranked eligible list of candidates. The eligible list will be forwarded to the Chancellor, who will then conduct hiring interviews of eligibles on the list and make the final selection.

APPLICATION PROCEDURE

Application materials are available:

- » Online at www.laccd.edu
- » At the Office of the Personnel Commission, 770 Wilshire Boulevard, Los Angeles, California (Monday through Friday between the hours of 7:30 am and 4:30 pm).
- » Applicants may also request that an application be mailed to them by calling (213) 891-2129 or by emailing the Office of the Personnel Commission at class_jobs@email.laccd.edu

All application materials must be mailed, or submitted in person, to the Office of the Personnel Commission, 770 Wilshire Blvd., Los Angeles, CA 90017. Completed application materials must be received in the Office of the Personnel Commission by **4pm, Friday, September 11, 2015.**