

VICE PRESIDENT, ADMINISTRATIVE SERVICES

Vol. XXXVIII, No. 8 -- January 25, 2016 -- Open to All Applicants

THE COLLEGE

A 20-year vision became a reality for a dedicated group of residents in 1967 when plans were approved to build a community college at the corner of Western Ave. and Imperial Highway in Los Angeles. On September 11, 1967, Los Angeles Southwest College officially opened its doors with 600 students & 22 full time faculty members. Since that time, the College has established itself as an educational & cultural hub of the southern part of Los Angeles and surrounding communities. In addition to classroom instruction, students are exposed to a myriad of learning experiences to broaden their horizons, expand their options & alternatives, develop an appreciation for the academic work ethics, & to understand intellectual pursuits. Our graduates are among the most successful, ranging from medical professionals to professional athletes to recording artists to educators.

THE POSITION

The Vice President, Administrative Services is responsible for the effective conduct of the business affairs of the college and assists the institution to effectively use its resources to achieve its educational mission and improve institutional effectiveness:

- Plans, directs and evaluates the business operations of the college including budget formulation & management, accounting & financial reporting, facilities planning & construction, building & grounds operations and maintenance, information technology, procurement & contracts mgmt., human resources, enterprise services administration, and safety & security services.
- Serves as chief advisor to the College President on strategic matters related to business operations of a college.
- Establishes the objectives, scope of service, structure, staffing, work methods, and performance standards for organizational units comprising Business Services and monitors units for effectiveness and operational efficiency.
- Evaluates the merit of requests from departments and offices for money, staffing, equipment and facilities, and recommends the allocation and expenditure of resources.
- Directs the study of business problems of broad scope and complexity with the goal of developing effective managerial policies, procedures, methods and organizational structures.
- Assesses the impact of proposed policies, procedures, legislation, and organizational changes affecting the ability of the college to effectively and efficiently provide business services and makes appropriate recommendations.
- Directs the design implementation, revision, & maintenance of management information and control systems to provide complete, accurate, & timely data for use in formulating & justifying financial, staffing, & material requests in conjunction with District information technology staff.

- Assumes the duties, obligations, and responsibilities of the College President, as assigned, during his/her absence.
- Serves as a liaison with the college's ASO and foundation(s) on business and fiscal matters.
- Collaborates with District specialists on the implementation and integration of District policies & procedures into college operations, & ascertainment of solutions to unusual & complex business problems.
- Participates as a member of the management team by providing authoritative business advice for use in making decisions and establishing the priorities, goals, and objectives of the college.
- Serves as a liaison between the College President and all segments of the college regarding the requirements and procedures governing the business services of the college and represents the college at a variety of meetings, committees, and conferences addressing operating programs and overall management of the college and District.
- Maintains liaison with industry, organizations, and individuals in the college community to facilitate business transactions and to enhance the accessibility of community resources to students.
- Solicits funds to support special interest programs and services.
- Participates in grievances, disciplinary meetings, and other employment related activities.

MINIMUM QUALIFICATIONS

A bachelor's degree and a master's degree from a recognized four-year college or university. One of these degrees must be in the field of business administration, public administration, finance, economics, or a related field **AND** three years in a full-time, paid management or administrative-level position with responsibility for managing/administering the business operations of a public agency or private organization employing a minimum of 100 employees. Qualifying experience must have included responsibility for managing/administering at least two line functions such as facilities management and construction, finance, human resources, information technology, and purchasing and contracts. Additional qualifying experience may be substituted for the education requirement on a year-for-year basis. A valid CA Class C driver's license must be obtained within 60 days of appointment. Travel throughout the District may be required.

ADDITIONAL QUALIFICATIONS

The successful candidate is expected to have knowledge of principles, practices, and procedures pertaining to the construction and renovation of public buildings; principles and practices of financial management; principles and practices of governmental purchasing and material management; principles

of and material management; principles of business law and contracts; Federal, state, and local laws, regulations, and policies affecting business operations of a college; principles and practices of property management and space utilization; principles and techniques of management analysis and program evaluation; legislative and administrative processes; principles of organization and management; principles and practices of personnel management; characteristics and capabilities of management information systems, software, and hardware related to business operations; principles of supervision, training, & staff development; principles & objectives of shared governance; purpose, functions, policies, operating systems and programs of administrative units of the District.

The successful candidate is expected to be able to provide strategic leadership in planning, directing, and evaluating the business affairs of a college; relate business knowledge to the needs and characteristics of a collegiate environment; apply a high level of sound, independent judgment in the solution of complex business problems; establish priorities and integrate business services and programs into the overall management of a college; plan and direct diverse and complex operating programs and services; execute policies, rules, directions, and procedures of the District; prepare effective oral and written communications, reports and presentations; communicate effectively with faculty, staff, students, civic and other groups, and the general public; effectively utilize management information systems in the performance of duties; anticipate conditions and plan ahead; evaluate work methods and performance; persuade others as required to gain acceptance of recommendations and decisions; stimulate teamwork and promote cohesiveness to achieve business goals; conduct effective community fund raising campaigns; establish and maintain effective relationships with the business community and administrative and executive offices of the District; exercise tact, originality, and resourcefulness; motivate, direct, and develop subordinate staff.

SALARY AND BENEFITS

The salary range for this job classification is from **\$152,556 to \$179,136** per annum. Within this salary range, the successful candidate's starting salary will be commensurate with 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

COLLEGE VISION

Los Angeles Southwest College is a learner-centered institution dedicated to meeting the needs of learners – the students and community who access the college for programs; and the faculty, staff and administrators who provide learning opportunities and support. We subscribe to the premise that the learner is at the center of what we do in creating opportunities, providing an environment conducive to learning and working, establishing a place where the discourse of ideas can occur and where individuals can have experiences without sacrificing their individuality. Our foundations are driven by our institutional core values:

ACCOUNTABILITY
RESPECT
EQUITY
EXCELLENCE
INTEGRITY
COMMITMENT

APPLICATION PROCEDURE

APPLY ONLINE -- <https://employment.laccd.edu>. Applications may also be obtained from the Office of the Personnel Commission, 770 Wilshire Boulevard, Los Angeles, California, Monday through Friday between the hours of 7:30 a.m. and 4:30 p.m. Applicants may also request that an application be mailed to them by calling (213) 891-2129 or sending e-mail to: class_jobs@email.laccd.edu. Applications may be submitted online using our Online Employment or (paper applications) mailed or submitted in person to the Office of the Personnel Commission, LACCD, 770 Wilshire Blvd., Los Angeles, CA 90017. **Completed applications, whether submitted online or in hard copy, must be received in our office by 4:00 p.m., Friday, March 4, 2016.**

SELECTION PROCESS

A competitive examination process will be administered and will consist of the following parts:

- Application review to select a number of applicants whose qualifications most closely match the requirements of the position. Those applicants will proceed to the:
- Written Essay & Oral Interview. The written essay will be obtained immediately prior to, and evaluated during, the oral interview.

Candidates passing all parts of the examination process shall have their names placed on an unranked eligible list of candidates. The eligible list will be forwarded to the College, who will then conduct hiring interviews of eligibles on the list and make their final selection.

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 135,000 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

Los Angeles 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 S. Overland Avenue, Culver City, CA 90230

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.

Individuals protected by the "Americans with Disabilities Act" (ADA) may request an accommodation, if needed, in the testing process. Such requests must be received at least 3 days prior to your participation in the testing process. Documentation of the need for accommodation must accompany your request.



THE PERSONNEL COMMISSION

of the LOS ANGELES COMMUNITY COLLEGE DISTRICT

Invites Applications For

VICE PRESIDENT, ADMINISTRATIVE SERVICES



**DEADLINE FOR APPLICATION
MARCH 4, 2016
4:00 P.M.**

Open to All Applicants
An Equal Employment/Affirmative Action Employer