

VICE PRESIDENT OF BUSINESS AND ADMINISTRATIVE SERVICES

MiraCosta Community College District in coastal, north San Diego County, California, invites applications for the position of Vice President of Business and Administrative Services (Chief Fiscal Officer). **The position is open until filled. To be assured of consideration for this position, the complete application should be submitted by 5:00 p.m., Tuesday, March 26, 2013.**

The Position

Under the general direction of the Superintendent/President, the Vice President of Business and Administrative Services administers district finances, physical plant, purchasing and material management, risk management, investments, accounting, and human resources. The district's annual operating budget is \$110 million.

The VP is charged with maintaining the fiscal integrity and stability of the district, as well as with providing quality leadership and interacting with federal, state, and local government agencies and legislative bodies. The VP provides effective leadership in fiscal and administrative support functions appropriate for a California community college and basic-aid district.

The VP is expected to maintain an atmosphere conducive to student learning, supportive of collegiality and participatory governance, and dedicated to staff excellence while working cooperatively with the Superintendent/President and Vice Presidents in the delivery of executive leadership of the district and collegially with internal/external constituents.

The Business and Administrative Services division includes the following functions and units: finance and budgeting; procurement and asset management; contract management; facilities master planning, maintenance and operations; capital construction and deferred maintenance plans; human resources; payroll; preparation of all reports to agencies overseeing district funding; and various administrative and auxiliary services, such as food services and the bookstore.

Leadership Qualities

MiraCosta College seeks a student-centered educational leader who possesses:

Integrity - Well-developed ethics and core values congruent with actions; responsibility and candor in actions; good will and humor.

Intellect - Cognition, expertise, and curiosity to work at a high level of accomplishment, continually developing skills; administrative acumen, judiciousness, and efficiency.

Interpersonal Skills - Human understanding and diplomacy, demonstrated by clear, appropriate writing and speech; and flexibility to lead or to follow, to collaborate or to support, depending on the needs of the district, division, committee and/or project.

Commitment to Diversity - Cultural competency; the ability to promote diversity, inclusiveness, and equity, and to support people in building effective relationships.

Commitment to Innovation - Creative and strategic vision that considers current and future trends in education and workforce training.

Vision - A clear vision of the role of community colleges, along with the ability to inspire others to achieve that vision.

Representative Duties

(E = essential job function)

1. Develop and implement the budgeting process, allocating resources according to district goals. (E)
2. Administer purchasing, contracts, fixed assets, shipping/receiving, mail, and copy/printing services of the district through the Director of Purchasing and Material Management.
3. Develop and recommend business and financial policies. (E)
4. Analyze and report financial information needed for effective management of the district. (E)
5. Develop and recommend revisions to the long-term financial plans for the district. (E)
6. Develop and disseminate business and financial procedures implementing board policy. (E)
7. Collect, safeguard, and invest district funds. Establish and apply a system of internal controls to assure compliance with laws, policies, rules, agreements, and generally accepted fiscal practices applicable to the district.
8. Administer accounting, banking, auditing, auxiliary services, and payroll through the Director of Fiscal Services.
9. Administer student accounts and civic center compliance through the Director of Cashiering Services.
10. Project the district's long-term facilities needs; develop and recommend the facilities master plan. Administer the facilities master plan. (E)
11. Administer the district's maintenance and construction programs through the Director of Facilities.
12. Serve as a lead in the district's collegial negotiations and collective bargaining teams.
13. Work with the Director of Human Resources to insure compliance with federal and state equal employment regulations.
14. Maintain familiarization with current provisions of the Education Code dealing with employment and other state regulations.
15. Coordinate, with the Director of Human Resources, the district-wide hiring processes for academic and support personnel.

16. Administer the safety, security, and risk management programs of the district through the Director of Risk Management.
17. Serve as district representative on the San Diego County Schools Joint Power Authority for Insurance and Risk Management. Represent the district in relationships with cities, transportation authorities, and redevelopment agencies.
18. Co-chair the district's Budget and Planning Committee, and serve on the Steering Council. Serve on other district committees as assigned.
19. Perform other duties as assigned.

Minimum Qualifications

1. A master's degree from an accredited institution.
2. One year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.
3. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Desirable Qualifications

1. A master's degree in business administration, education, finance, or a related field.
2. At least three years of experience as a Chief Fiscal Officer.
3. Three to five years of recent, successful, senior-level experience with business services in education.
4. Community college administrative experience.
5. Demonstrated history of effective participation in college or university shared/collegial governance.
6. Knowledge of and experience with federal regulations, Title 5 regulations, California Education Code, California regulatory agencies, accreditation, and collective bargaining.
7. Demonstrated history of fiscal responsibility and experience with best practices, including continuous improvement, in accounting, budgeting, finance, and business.
8. Currency in enterprise business systems.
9. Experience with interest based bargaining (IBB) approach to collegial negotiations, collective bargaining, and conflict resolution.
10. Experience with educational and facilities master planning, capital construction, and bond initiatives.
11. Engagement with other educational leaders and state and local government agencies.
12. Experience with administrative oversight of grants and externally generated funds.
13. Skill at interpreting laws, codes, and regulations governing California community colleges.
14. Experience with legislative affairs.
15. Excellent written and oral communication skills, including the ability to articulate complex financial and business matters.

Application Procedure

Applications must be submitted online at <https://jobs.miracosta.edu> .
To be assured of consideration for this position, the complete application should be submitted by 5:00 p.m., Tuesday, March 26, 2013.

In order to be considered for this position, the following must be submitted:

1. The administrator application. References will not be contacted unless you are under consideration as a finalist.
2. A letter of application addressed to the members of the screening and interview committee addressing the leadership qualities, minimum qualifications, and desirable qualifications outlined in the job announcement.
3. A statement of administrative and educational leadership philosophy.
4. A current curriculum vitae/resume of professional experience, educational achievement, and community involvement.
5. Transcripts from all higher education institutions. Unofficial, legible copies are acceptable, but must state that the degree(s) has been conferred, if applicable. Foreign transcripts must be accompanied by a detailed evaluation by a formal evaluation agency.

NOTE: Please do not submit additional materials, including letters of recommendation. They will not be reviewed.

All inquiries, nominations, and applications will be held in the strictest confidence.

Applicants selected for interview will be contacted by phone. Those not selected for interview will be notified by e-mail. A limited number of applicants will be invited to the college for an initial interview. Initial interviews with the screening and interview committee are expected to be conducted on April 25 and 26, 2013, and will include a committee interview, as well as possible oral presentation and written exercise. The screening and interview committee will forward finalists' names to the Superintendent/President for further consideration and a final interview. Information regarding the individual recommended for hire by the Superintendent/President is expected to be presented to the Board of Trustees for approval at their June 25, 2013, meeting.

Candidates will cover travel expenses for the initial interview with the screening and interview committee. Finalists may be reimbursed for travel expenses up to \$500 for their return trip to the college.

The offer of employment to the person selected for this position is contingent upon the following: successful completion of a pre-placement physical exam at district expense; submission of a current tuberculosis test result; proof of eligibility to work in the United States; and fingerprint clearance.

Individuals with qualified disabilities who need accommodation with any aspect of the process should contact Human Resources at least five days prior to the first screening date.

Physical Effort of the Position

Primarily sedentary with intermittent standing and walking, and intermittent bending or stooping; occasional light lifting and carrying of objects weighing 25 pounds or less; ability to work at a computer, including repetitive use of computer keyboard, mouse, or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

Emotional Effort of the Position

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone, and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

Working Conditions of the Position

Primarily works in a business office environment. Subject to frequent interruptions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours, including occasional weekend and/or holiday hours as needed. Occasional local travel may be requested.

Compensation and Benefits

MiraCosta College offers a competitive compensation and benefits package, commensurate with the successful candidate's background and experience.

Mission Statement and Institutional Goals

The MiraCosta Community College District mission is to provide educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers associate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves.

- Goal I. MiraCosta Community College District will become a vanguard educational institution committed to innovation and researched best practices, broad access to higher education, and environmental sustainability.
- Goal II. MiraCosta Community College District will become the institution where each student has a high probability of achieving academic success.
- Goal III. MiraCosta Community College District will institutionalize effective planning processes through the systematic use of data to make decisions.
- Goal IV. MiraCosta Community College District will demonstrate high standards of stewardship and fiscal prudence.

Goal V. MiraCosta Community College District will be a conscientious community partner.

The District, Staff, and Students

The MiraCosta Community College District is one of California's 112 public community colleges. The district includes the communities of Oceanside, Carlsbad, Encinitas, Cardiff, Olivenhain, Leucadia, Solana Beach, Rancho Santa Fe, Del Mar, and parts of Carmel Valley. The single college district is governed by a seven-member Board of Trustees who are elected at large from each of the district's seven communities.

MiraCosta offers associate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities.

The college's fee-based Community Education program provides a wide variety of classes, workshops, and excursions. Tuition-free, noncredit classes also present a variety of learning opportunities at the Community Learning Center and throughout the community.

MiraCosta College partners with the North San Diego Small Business Development Center, which provides service to all of North San Diego and Imperial Counties.

MiraCosta College employs 172 full-time faculty, 261 regular classified staff, and 14 academic administrators. An additional 500 associate faculty teach in the credit and noncredit programs, and about 150 educators or contract staff provide community service activities. MiraCosta students are diverse, including representation from all of California's major racial/ethnic groups and ages. Diversity is also evidenced by student-veterans, re-entry students, individuals with disabilities, and international students. The district boasts a long history of commitment to collegiality, civility, and mutual respect.

The Sites

The district consists of three campus sites, and robust online education offerings. The Oceanside Campus, serving about 14,500 credit students It has been located since 1964 on a panoramic, 121-acre hilltop site with views of the ocean and mountains.

The San Elijo Campus is located in Cardiff, 17 miles south of Oceanside, on 48 acres below the bluffs overlooking the San Elijo Lagoon Reserve. The San Elijo Campus opened in September 1988, and now attracts about 3,000 credit students.

The Community Learning Center in downtown Oceanside hosts about 3,000 students in the college's noncredit classes, including English as a Second Language, the Adult High School Diploma Program, and other tuition-free, noncredit classes as well as some college credit classes.

MiraCosta College began offering online courses in 1995. The district typically offers approximately 200 fully online class sections each semester, with another 100 sections offered partially online, serving about 6,000 students.

Accreditation

MiraCosta College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education and approved by the California State Department of Education Office of Private Post-Secondary Education for training veterans and other eligible persons under the provisions of the GI Bill. The University of California, California State Universities, and private universities of high rank give credit for transfer courses completed at MiraCosta College.

MiraCosta College is approved by the following: Association of Surgical Technologists, California Board of Registered Nursing, California State Colleges and Universities, California State Department of Education, Commission on Peace Officer Standards and Training, National Certification Board for Therapeutic Massage and Bodywork, State Board of Vocational Nurse and Psychiatric Technician Examiners, University of California.

The Area

Situated between San Diego and Los Angeles, MiraCosta College benefits from multicultural influences and cultural opportunities. Interstate 5, Amtrak, and Carlsbad regional airport provide easy access to either metropolis and to Mexico. The district, which extends 25 miles along the Pacific Ocean from Camp Pendleton Marine Corps Base to the city of San Diego, attracts diverse ethnic and socioeconomic populations who live in urban and suburban communities. The intellectual environment is enhanced by the college's proximity to the University of California San Diego, California State University San Marcos, and other institutions of higher education. Along with numerous theaters, galleries, and museums, residents enjoy a moderate, year-round climate, which provides many opportunities for outdoor activities.

MiraCosta College is an equal opportunity employer and is committed to providing an educational environment which affirms and supports diversity in its faculty, staff, and administration, and promoting an environment of inclusion.

As per the Clery Act of 1998, the campus security report can be found at http://www.miracosta.edu/student-services/police/downloads/safety_report.pdf