



**Vice President of Administrative Services
San Jose/Evergreen Community College District**

Posting Date: 03-26-2015

Closing Date: 04-26-2015

Opportunity Type: Management Employment Opportunity

Posting Number: 0010535

Work Location Evergreen Valley College

Division: Finance and Administrative Services

Position status: Full-time

Salary Range: \$140,061 - \$165,981 Annual Salary (Range M38: Management 2014-2015 Salary Schedule). Starting salary placement is generally at Step 1.

Benefits Available: Excellent fringe benefit package includes District paid medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Management positions also include 22 vacation days, 17 holidays, 12 sick leave days and 6 administrative leave days per year.

Employment Start Date: As soon as possible.

Position Summary

The Vice President of Administrative Services reports to the College President at Evergreen Valley College. This is a full time, 12 months per year, classified management position.

Position Purpose:

Reporting to the College President, the Vice President of Administrative Services oversees the daily operations of the financial, plant, and information technology functions of the College.

DUTIES AND RESPONSIBILITIES

NATURE and SCOPE

The Vice President of Administrative Services is responsible for planning, organizing, controlling, and directing the administrative functions and services of the college including fiscal and budgetary systems, coordination of campus food service, vending contracts, campus technology, and media support services, accreditation responsibilities; facilities master planning, safety, and other administrative areas. As chief business officer for the college serves on the executive leadership team.

KEY DUTIES and RESPONSIBILITIES

1. Advise the President on college business issues and the fiscal impact of policy options. Provide financial analysis, long-range financial projections and long-term planning to assist the administration in making sound fiscal decisions. Recommend fiscal procedures for efficient allocation of resources for all college operations.

2. Directs the Supervisors of Business Services and Campus Technology Support Services, enabling them to effectively carry out their respective roles; oversees the program review of these departments.
3. Selects, trains, supervises and evaluates program managers and other staff; coordinates the work of Administrative Services with other major college divisions and District Administrative Services.
4. Responsible for timely and accurate preparation, submission and administration of the college budget. Coordinates the college budget planning process including the distribution of materials and information regarding budget preparation for all college programs and sources of funding. Oversee, administer and coordinate all expenditures within the college budget.
5. In concert with department managers and supervisors, controls and directs the classification of all college expenditures; monitors all purchases and contracts for compliance with funding requirements and state and federal laws governing the use of public funds.
6. Serves as a liaison to various district services including accounting budgeting, payroll, purchasing, human resources, maintenance, custodial, information services, police services, risk management and insurance.
7. Provides for short-term problem-solving and long-range facilities planning; communicates with appropriate custodial and maintenance managers regarding the priorities and needs of the college; participates in related committees.
8. Researches and analyzes information/data; prepares or supervises the preparation of a variety of College, State, and Federal reports; makes presentations.
9. Develops, negotiates and authorizes contracts and agreements.
10. Acts as college liaison for contracts affecting the college such as Food Services, and administers contracts as appropriate.
11. Attends Board of Trustees meetings; prepares agenda materials and reports.
12. In coordination with the Vice Chancellor for Administrative Services represents the college to appropriate local, regional, and state agencies and organizations such as the Chancellor's Office, the Chief Business Officers Organization, and related task forces.
13. Ensures college compliance with all applicable statutes, regulations, and district accounting, purchasing, payroll and fiscal reporting policies and procedures.
14. Reviews related legislation, code, policies, and procedures; apprises others of pending or needed changes to current practice; recommends the development of or revision to district policies and procedures.
15. Performs other related duties as assigned by President.

Knowledge, Skills and Abilities:

EMPLOYMENT STANDARDS

Knowledge:

1. Educational institution operations, business and administrative practices; educational and governmental accounting and audit standards and practices.
2. Complex information systems.
3. Federal and state laws and regulations pertaining to public higher education.
4. Federal and state labor laws.
5. Business management, leadership, supervision.
6. Technology/Computing; Commonly used software and communication mediums.

Skills and Abilities:

1. Effectively communicate critical budgetary issues to the President, leadership groups, the college, and the general community.
2. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.
3. Demonstrated ability to effect innovative solutions to management and operational issues.
4. Ability to analyze a wide variety of technical, business, and fiscal issues.
5. Skills to organize, direct, oversee, and lead complex operations.
6. Ability to manage time effectively, resolve conflicts and organize work.
7. Proficiency in the use of standard word processing, spreadsheet and communication software.

Minimum Qualifications:

EDUCATION AND EXPERIENCE

1. Bachelor's degree in related field required.
2. Five years of increasingly responsible experience in the administration of related areas, including a minimum two years in a supervisory capacity.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, gender identity, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.

Desired Qualifications:

1. Master's degree preferred.
2. Bilingual preferred.

Job Category: Executive/Administrative/Managerial
Classified Position type: Classified Management
Classified Position term: Regular

Application Procedures, Notes and Contact Information

Interested applicants MUST SUBMIT ONLINE ALL of the following materials by the closing date to be considered for the position (Posting at: <http://apptrkr.com/598787>. Click "APPLY FOR THIS POSTING"):

1. A completed online San Jose/Evergreen Community College District CLASSIFIED POSITION APPLICATION
2. COVER LETTER
(Must state how you meet ALL the minimum qualifications in EDUCATION and EXPERIENCE as described in the job announcement Minimum Qualifications section. Also, state how you meet other qualifications)
3. RESUME, and
4. TRANSCRIPT(S) - NOT DIPLOMAS - (unofficial or official copies) for stated degrees you want to be considered (having confer/award dates) or courses. Official transcripts will be required prior to employment start date should the position be offered. If foreign degrees, must submit Equivalency Certification (See #6 of the Instruction Section below).

ABOUT TRANSCRIPTS:

If you do not have an electronic version of the transcript, you can get it scanned at Office Max, Office Depot, Staples, etc.; then attach the electronic version of your transcript to this online application at the later part of the application process.

IMPORTANT NOTES:

1. Only complete application materials will be considered (No exception for external applicants, current or former employees). Application materials must include: a. CLASSIFIED POSITION APPLICATION, b. COVER LETTER, c. RESUME, and d. TRANSCRIPT(S) -NOT DIPLOMAS -of stated degrees (having confer/award dates) and/or college course work.
The criminal history explanation if any will NOT be forwarded to the screening committee.
2. Incomplete application packet and/or documents received by Human Resources after the closing date will not be considered (No exception for employees or non-employees).
3. Applications not having all required minimum qualifications in education and experience as stated in the Minimum Qualifications section will not receive further considerations.
4. Letters of Recommendation are not required and will not be included in the application packet. Additional documents that are not requested may not be included.

5. DEGREES must have been awarded by a college or university ACCREDITED by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
6. FOREIGN DEGREES: Candidates with DEGREES and CREDITS earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with the application. Simple translation of the language on foreign transcripts, coursework, or similar will NOT suffice; thus will cause the application packet to be judged as incomplete.
7. Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
8. Application materials become the property of the district and will not be returned or duplicated.
9. Travel expenses to attend the interview are the responsibility of the candidate.
10. Meeting the minimum qualifications does NOT assure an interview.
11. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

Equal Opportunity Employer Statement:

San Jose/Evergreen Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws.

CONTACT:

Human Resources/Employment Services, 40 S. Market Street, San Jose, CA 95113, (408) 270-6414.

Reasonable accommodations will be provided for applicants with disabilities who self-disclose.

About San Jose/Evergreen Community College District

The San Jose/Evergreen Community College District consists of two colleges. The metropolitan San Jose City College located just minutes from downtown San Jose, established in 1921, and the park-like Evergreen Valley College located in southeast San Jose at the foot of the Diablo Mountain range, which opened in 1975. The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2014, with enrollment of approximately 16,000 per semester, and an extremely diverse student population (Hispanic/Latino 26%, Black/African-American 4%, Asian/Pacific Islander 25%, American Indian/Native American 1%, White/Caucasian 8%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse management team consisting of 24% Hispanic/Latino, 20% Asian/Pacific Islander, 16% Black/African-

American, 20% White/Caucasian, and 20% Others, as well as encouraging applications from all qualified, outstanding applicants