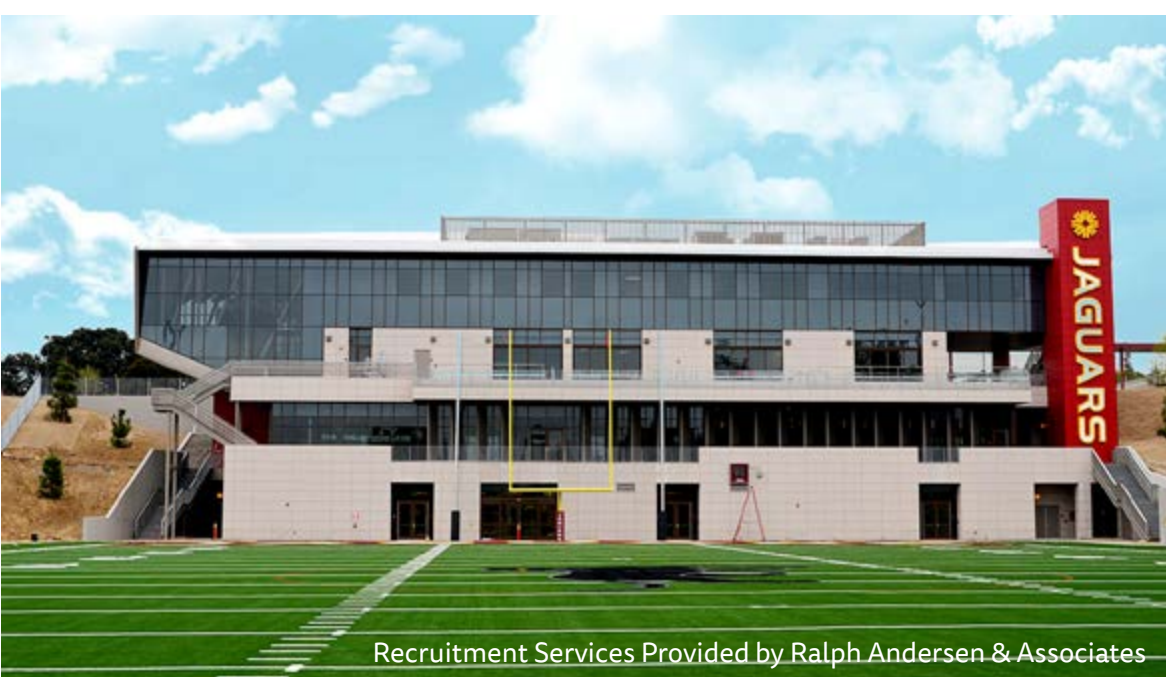




Vice President for Business & Financial Affairs

Southwestern Community College District



Recruitment Services Provided by Ralph Andersen & Associates



The District

The Southwestern Community College District, located south of San Diego and extending to the U.S. - Mexico border, is one of 72 community college districts in the California Community College system. It serves as the primary source of college education for approximately 400,000 residents of the South San Diego County area including the communities of Bonita, Chula Vista, Imperial Beach, National City, Nestor, Otay Mesa, Palm City, San Ysidro, Sunnyside, and Coronado.

The College began offering classes to 1,657 students in 1961, with temporary quarters in Chula Vista High School. Groundbreaking for the present 156-acre campus was in 1963 and by September 1964 initial construction was completed and classes were being held at the new campus on the corner of Otay Lakes Road and East H Street in Chula Vista.

In 1988, Southwestern College established its Higher Education Center at San Ysidro. The College again expanded its off-campus locations in 1998 by establishing the Higher Education Center at National City and, in 2007, the Higher Education Center at Otay Mesa officially opened.

In addition to its centers, Southwestern College also provides off-campus classes at several extension sites throughout the District and operates an Aquatic Center in Coronado in conjunction with the California Department of Boating and Waterways. Current enrollment at all locations exceeds 19,000 students. More than a half-million students have attended Southwestern College since opening its doors 54 years ago.

The Western Association of Schools and Colleges has continuously accredited Southwestern College. The College offers a comprehensive curriculum, preparing students for transfer to four-year colleges or universities as well as preparing students for jobs and career advancement. Of the more than 1,100 community colleges nationwide, Southwestern College consistently places in the top 100 in the number of associate degrees conferred.

Southwestern Community College Mission Statement

Southwestern Community College District, the only public institution of higher education in southern San Diego County, provides services to a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services, including those offered through distance education. The College District also stimulates the development and growth of the region through its educational, economic, and workforce opportunities, community partnerships, and services.

Southwestern Community College District promotes student learning and success and prepares students to become engaged global citizens by committing to continuous improvement that includes planning, implementation, and evaluation. The College District provides educational opportunities in the following areas:

- associate degree and certificate programs
- transfer
- professional, technical, and career advancement
- basic skills
- personal enrichment
- continuing education



The Position

Reporting directly to the Superintendent/President, the Vice President for Business and Financial Affairs (Vice President) is responsible for the overall planning, supervision, and coordination of the District's Business and Financial Affairs Division. The Vice President is responsible for leading significant functional areas of this highly regarded organization including: Financial Services (including budget planning and development and business operations); Internal Audit; Facilities, Operations, and Planning (including custodial services, grounds, and building maintenance as well as facility planning and construction); and Procurement, Central Services, and Risk Management. Responsibilities of this position require a broad-based knowledge of a public organization, preferably a community college and its supporting administrative and financial structure.

The Vice President is a member of the Superintendent/President's Cabinet and is expected to set a management standard of leadership ensuring accurate and timely procedures for provision of services in support of the College. This position has substantial interface with all other organizational units of the District by providing assistance on highly complex financial and other administrative matters. This Vice President is also responsible for assisting with formulating policy alternatives, developing goals and objectives, managing staff, overseeing the development and administration of the District's annual budget, and engaging in long-range financial planning.

Desirable Characteristics

The Superintendent/President of Southwestern Community College District and the Vice President for Business and Financial Affairs Search Committee will consider a candidate's educational background, professional experience and accomplishments, reputation, and leadership characteristics in its search for a new Vice President. The following personal attributes are of the greatest importance in the selection of this top tier executive:

- The ideal candidate for Vice President for Business and Financial Affairs is an experienced leader who is creative, visionary, and who embraces opportunities to review and improve practices and procedures within his or her scope of responsibility.
- The ideal candidate for this position must be an analytical thinker, strategic planner, excellent organizer, and delegator of responsibility who empowers employees while maintaining accountability. Planning and organizational skills are essential.
- The ideal candidate is a critical thinker who seeks innovative solutions to problem solving. This seasoned professional is committed to the effective use of technology within Business and Financial Affairs and throughout the District.
- The Vice President should be an excellent communicator – both oral and written, and be a team builder who fosters cohesion and a sense of working together for the good of the College. Top candidates will exemplify collaborative decision making, striving to strengthen College-wide and community relations.
- The Vice President must have technical accounting, fund and asset management, and budget development and maintenance skills. The successful candidate must have extensive professional experience in planning, coordinating, reviewing, and evaluating college budgets.
- Top candidates must have excellent personnel management skills in order to supervise and monitor staff providing a wide range of operations and services including financial services, internal audit, risk management, facilities, operations, and planning, and other operations associated with this position.
- The ideal candidate is highly ethical, trustworthy, credible, loyal, and is respectful of diverse views and opinions. The ideal candidate is flexible and inter-culturally competent and is a person whose leadership style is collegial, approachable, and accessible on campus and in the community.
- The ideal candidate for this position embraces the overall mission of Southwestern Community College District with a clear, focused commitment to supporting teaching and academic excellence, and student learning and success through the work of business and financial affairs.



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In addition, the ideal candidate will possess the following knowledge and abilities:

Knowledge of:

- Efficient administrative practices through an integrated approach to planning, budgeting, and management.
- Leadership, teamwork, and facilitation principles and practices.
- Public, business and financial administration theory, principles, and practices and their application to a wide variety of programs and procedures including fund accounting.
- Risk management principles and practices.
- Community colleges and their place in higher education.
- Continuous improvement principles, system approach, and performance indicators.
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Work with and exhibit sensitivity to the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Show commitment to providing creative and innovative leadership.
- Demonstrate efficient administrative practices through an integrated approach to planning, budgeting, and management.
- Establish internal and external consensus and bring together divergent groups, building teams, and creating an environment that supports innovation.
- Provide consultation, support, and technical assistance related to area of assignment.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

- Foster diversity; show sensitivity to working with employees, vendors, and community members of diverse ethnic and racial backgrounds and demonstrate commitment to same.
- Interpret and apply California Education Code, Title 5, and other applicable laws, regulations, policies, and procedures.
- Effectively represent District policies to the general public, students, staff, outside organizations, and other governmental agencies.

Education and Experience

Any combination of experience and education that likely provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's degree from an accredited college or university with major course work in public administration, finance, accounting, business administration, or a closely related field. A Master's degree in public or business administration, Certified Public Accountant licensure, or an earned Doctorate is desirable.

Experience: This position requires at least ten (10) years of increasingly responsible, directly-related administrative, business, and/or financial management experience including five (5) years in a management and supervisory capacity. Candidates must have a verifiable track record of success and a stable work history. Due to the size, scope, and complexities of Southwestern College, broad management skills and a sophisticated approach to business and financial affairs management, operations, and planning experience are essential. Experience in a community college environment is desired.

Candidates should be aware that District Leadership, working in concert with Ralph Andersen & Associates, reserves the right to determine the best combination of education and experience required for this position.



Compensation

The annual salary range for the Vice President for Business and Financial Affairs is \$147,945 to \$181,984 plus a \$2,000 annual stipend for an earned Doctorate. Excellent benefits are also offered.

To Be Considered

Interested candidates are encouraged to apply immediately by submitting a comprehensive resume, compelling cover letter, and current salary via email to apply@ralphandersen.com. Candidates are urged to submit all materials by Monday, November 2, 2015. First review of applications will occur immediately thereafter. This position is open until filled.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Only the most highly qualified candidates will be invited to continue on in the selection process, which will include panel interviews with the Search Committee and finalist interviews with the Superintendent/President. It is expected the Vice President will join the District no later than January, 2016 or on a mutually agreeable date.

This is a confidential process and will be handled accordingly throughout its various stages. Candidates are asked to respect the confidential nature of the search. References **will not** be contacted until mutual interest has been established.

Questions and confidential inquiries regarding this position or the recruitment process should be addressed to Heather Renschler or Brianna Ham at (916) 630-4900.

The Southwestern Community College District shall not discriminate against any person in employment or in any program affiliated with the District on the basis of age, ancestry, color, ethnic group identification, national origin, religion, race, sex, sexual orientation, physical or mental disability, veteran status, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

As an Equal Opportunity Employer and in compliance with the American with Disabilities Act, Southwestern Community College District will make reasonable accommodations for individuals with disabilities.

