



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

Invites applications for Assistant Superintendent/Vice President, Administrative Services



ABOUT THE DISTRICT

Formed in 1963, Cuesta College serves as the heart of the San Luis Obispo County Community College District on California's scenic Central Coast.

Cuesta College operates as a single college district with instruction offered at three physical sites and distance education. The San Luis Obispo Campus anchors the District with an enrollment of over 7,000 students, beautifully landscaped instructional and administrative facilities, and a new state of the art Cultural and Performing Arts Center. The North County Campus, established primarily with private gift support in 1998, is located in Paso Robles and serves over 2,500 students. The second permanent building, a two-story Learning Resource Center, has just recently opened. The South County Center in Arroyo Grande, serving approximately 300 students, operates in leased school district facilities.

Cuesta College offers a wide array of degrees and certificates, as well as community and Career Technical Education programs. The college also boasts the highest transfer population to Cal Poly San Luis Obispo of any community college in the state.

The college is known for its high caliber career technical education programs. Cuesta College is recognized as having one of the foremost automotive training programs in California, and has a Registered Nursing program with a statewide reputation of excellence. First time pass rate for Cuesta College RN students taking their NCLEX exam is consistently above the state and national average.



The college identifies its educational emphasis for the next five years in terms of nine predominant directions; sustainability, adapting college programs and services to the current and emerging needs of local service areas, access and success, reaffirming the college's instructional core, looking to the future for instructional delivery, strengthening the college's capacity to respond to current

and emerging labor market needs, resource development, institutional effectiveness and continuing to develop a college culture that honors diversity, dialogue, and open communication.

Cuesta has outstanding and innovative faculty, staff and managers. The faculty bring a variety of experiences and expertise to the college. Many of the 150 full-time and several of the 380 part-time faculty have doctorates, are widely published, give numerous presentations at professional conferences, serve on professional committees and boards, and have received numerous awards and recognition for their excellent teaching and contributions to their disciplines.



Just over half (51%) of the College's first time students, under the age of 21 years, come from outside the District. The top three local feeder high schools are Paso Robles High School and Atascadero High School in northern San Luis Obispo County and Arroyo Grande High School in the southern region.

ABOUT THE COUNTY

Located midway between San Francisco and Los Angeles, San Luis Obispo County is a popular destination, boasting clean air, beautiful landscapes, vineyards, beaches, a blend of rural and suburban lifestyles and a community with highly rated schools and institutes of higher education. San Luis Obispo County has nearly 270,000 residents.

Link to Economic Vitality Corporation: <http://www.sloevc.org/>

Link to SLO Chamber: <http://www.slochamber.org/cm/Home.html>

Link to Paso Robles Chamber: <http://www.pasorobleschamber.com/>

Link to Arroyo Grande Chamber: <http://www.agchamber.com/>

ASSISTANT SUPERINTENDENT/VICE PRESIDENT, ADMINISTRATIVE SERVICES

Under the general direction of the Superintendent/President the Assistant Superintendent/Vice President, Administrative Services (AS/VPAS) is the Chief Business Officer of the District that provides direction and leadership for a wide range of administrative and business services in support of the vision, mission and values. The AS/VPAS works with the Board of Trustees, the Superintendent/President, managers, faculty, staff and students to build effective ways to support success. The AS/VPAS is responsible for development and administration of the District's budget, facilities planning and management, fiscal services, public safety, risk management, information systems and technology, general services, maintenance and operations, bookstore and auxiliary services.

DISTINGUISHING CHARACTERISTICS

The Assistant Superintendent/Vice President, Administrative Services is distinguished by working directly with the Superintendent/President, Assistant Superintendent/Vice President, Academic Affairs, and Assistant Superintendent/Vice President, Student Services to lead the District in achieving its vision, mission, values, goals, plans, and student learning and institutional effectiveness outcomes.

The incumbent supports Student Learning Outcomes, Administrative Services Outcomes, and Institutional Effectiveness by providing leadership and coordination of all the student programs and services by utilizing the District's resources to support successful student learning..



ESSENTIAL FUNCTIONS

- Assist the Superintendent/President as needed in the administration of the District;
- Assist the Superintendent/President in developing and maintaining all administrative services of the District;
- Administer the business functions of the District in the areas of:
 - General accounting: payroll, accounts, employee benefits, and auditing;
 - Budget development;
 - Budget accounting: compilation, evaluation, control;
 - Income, regular and special: application, reporting, estimating state apportionment, local tax levy, federal public laws;
 - Insurance: oversee insurance programs for the District which includes employee health, District liabilities and personal property;



- Risk management;
- Serving on the Joint Powers Agency Board of Directors;
- Bookstore and Auxiliary Services; purchasing, mail and telephone, reprographics, receiving and disbursement.
- Oversee aspects of Maintenance, Operations and Grounds:
 - Physical Properties: inventory and control of equipment and physical properties;
 - Real Property: management and purchase of property for District use;
 - Maintenance: repair and maintenance of District buildings, equipment, and grounds; cleaning, heating, lighting of District facilities, and provision of utilities, energy management, and services;
 - Transportation: student and athletic team transportation when charged to District funds;
- Facility Planning: District facility master planning, annual planning, development of Five-Year Capital Outlay Plans as requested by the Chancellor's Office;
 - Planning for District space needs and facilities renovation and construction;
 - New Construction: communications between architects, contractors, and college administration;
- Oversee the operation of the following services:
 - District Information Systems and Technology;
 - Fiscal Services;
 - College Bookstore and Auxiliary Services;
 - College food service contract;
 - District Police and College Safety Services.
- Develop and present reports and recommendations for Board of Trustees, President's Cabinet, Planning and Budget Committee, and others as needed relative to the functions of Administrative Services;
- Select and evaluate personnel in the Administrative Services cluster.
- Lead or serve on the Cuesta College Foundation Board of Directors;



ESSENTIAL FUNCTIONS *continued*

- Coordinate with the Cuesta College Foundation to promote Philanthropic contributions to the district/program;
- Develop grants with the appropriate district department(s);
- District standing committees as assigned;
- Present and interpret the College to the community through:
 - Community contacts and participation in county, city, educational, and business planning, and development;
 - Membership in community organizations;
 - Participation in California Community College Chief Budget Officers, the Facilities Coalition, and other State organizations as appropriate.
- Recommend institutional policy and supervise development of revisions to or new policies and procedures related to the Administrative Services;
- Develop, submit, and monitor the annual budgets for Administrative Services;
- Develop and present to the Board of Trustees, policy revisions and additions, reports, and action items related to area of responsibility;
- Assist in the development of proposals for negotiations with the classified and faculty bargaining units and ensure that the collective bargaining agreements, as they apply to faculty and staff are implemented correctly;
- Recommend staff for employment, retention, promotion, dismissal, disciplinary action, and/or leave for staff within Administrative Services department;

- Serve on the Superintendent/President's Cabinet, College governance committees, and/or District negotiating teams, as requested by the Superintendent/President;
- Serve as Acting Superintendent/President in the absence of the Superintendent/President; and
- Perform other job-related duties as assigned by the Superintendent/President.

QUALIFICATIONS

EDUCATION:

Required

- Master's degree;

Preferred

- Master's degree in Business, Public Administration or related area from an accredited college or university or a Bachelor's degree in a Business related field and Master's degree in Educational Administration;

EXPERIENCE:

Required

- Five (5) years' experience in management in an educational environment with budgeting, accounting, payroll, and auditing responsibilities;
- Auxiliary service experience in purchasing, information technology, risk management, facilities, and contract administration;
- Research, planning, organizational, and motivational skills;
- Facilitation skills.

Preferred

- Community college management experience.

KNOWLEDGE OF:

Required

- Generally Accepted Accounting Principles (GAAP);
- Principles and procedures of Governmental and Fund Accounting;
- Pertinent federal, state and local laws, codes and regulations;
- Applicable provisions of the California Education Code;
- State Budget and Accounting Manual;
- Understanding of accounting and budgeting principles as related to fund accounting;



QUALIFICATIONS *continued*

- California Education Code and Title 5 Code of Regulations;
- Facilities planning;
- Risk management;
- Collective bargaining and labor contract issues;
- California Community College program based funding;
- Administrative computing services;
- Principles and practices of administration;
- State and Federal regulations and statutes related to area of responsibility including: development and administration of the District's budget, facilities planning and management, general services, and maintenance and operations;
- Techniques in counseling;
- Communication techniques;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
- District policies and procedures and board practices.

ABILITY TO:

Required

- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities

COMPENSATION

Salary and other conditions of employment will be competitive and commensurate with the candidate's background and experience. Fringe benefits include participation in health, dental, and vision insurance plans (domestic partner benefits available). Membership in PERS retirement system required.

APPLICATION PROCESS

A complete application package must be submitted on-line by the deadline of December 11, 2014 at the following website: <https://jobs.cuesta.edu/>

- Cuesta College Application for Management Positions;
- Cover letter
- Resume including an e-mail address and cell phone number;
- Unofficial Transcripts;
- Three current letters of recommendation (current within the last 18 months)
- A list of ten (10) professional references, their contact information and their relationship to you.

SELECTION PROCESS

- All completed application materials will be screened by the search committee, composed of students, faculty, staff, managers, and administrators.
- Selected candidates will be invited for an initial interview with the search committee. First interviews will take place on Wednesday, January 14, 2015.
- The finalists will be interviewed by the Superintendent/President on Thursday, January 22, 2015. The District may reimburse candidates invited as finalists for reasonable travel expenses.



For complete job description, please visit our website:

http://www.cuesta.edu/departments/documents/hr_docs/job-descriptions/VP_Amin_Services_6-2014.pdf



APPLICATIONS AND INQUIRIES

All application materials must be submitted on-line at:
<https://jobs.cuesta.edu/>

Inquiries about the position or the search process
should be directed to:

Janeal Jones, *Human Resources Analyst*
San Luis Obispo County Community College District
P.O. Box 8106, San Luis Obispo, CA 93403-8106
Telephone: (805) 546-3100 x2205
E-mail: janeal_jones@cuesta.edu