

San Joaquin Delta Community College District
Job Title: Vice President of Administrative Services - Open Until Filled*
Opening Date/Time: Mon. 04/25/16 12:00 AM Pacific Time
Salary: \$11,241.08 - \$13,422.42 Monthly; \$134,893.00 - \$161,069.00 Annually
Job Type: Full Time
Location: SJDC, 5151 Pacific Avenue, Stockton, California
Department: Administrative Services

*PRIORITY SCREENING FOR ALL APPLICATIONS SUBMITTED BY WEDNESDAY, MAY 11, 2016 at 5PM

Under the direction of the Superintendent/President the incumbent functions as the Chief Business Officer (CBO) for the District and as a member of the Executive Leadership Team, lead, plan, organize, develop, and direct the activities of the Administrative Services Division and its managers. The Administrative Services Division is comprised of Fiscal Services, Auxiliary Services (The Market, bookstore and Food Services), the Foundation and Purchasing and Contracts. Lead, direct and manage the development of short and long term goals and objectives for these departments and their managers consistent with the District's strategic plan, educational, facilities, and technology master plans and ensures their effective execution; ensure all assigned operations and services meet the needs of internal and external customers while complying with applicable Board policies, laws, and regulations; provide executive-level leadership, expert advice and counsel regarding related areas of functional responsibility.

Responsibilities are very broad in scope involving District-wide functions and issues; results are evaluated in terms of overall effectiveness of the Division.

SUPERVISION RECEIVED AND EXERCISED

Receive limited direction from the Superintendent/President; work within a broad framework of established goals and objectives.

Lead, direct, coordinate, supervise, and evaluate the work of assigned staff.

Examples of Duties:

1. Serve as the Chief Business Officer and maintain the fiscal integrity of the District.
2. Provide administrative leadership, oversight, and direct involvement in assigned services and operations.
3. Oversee the development and administration of the District's annual and 3-year projected budget.
4. Coordinate, plan, organize, and direct all aspects of administrative services programs including staff, resources, communications, and information to meet the needs of the District and assure smooth, customer-friendly, efficient operations.
5. Assume responsibility for implementation, interpretation, revision, and evaluation of the District's financial condition, including the adequacy of internal control procedures and state and federal programs and fiscal compliance. Work closely with the Instructional Services Unit on short and long-term FTES plans and strategies.
6. Administer and supervise the District's financial affairs in accordance with State laws, Board policies, and administrative regulations.

7. Provide technical information and assistance to the Superintendent/President, other Vice Presidents, and administrators in the development and implementation of plans, strategies, goals, and objectives for the District; provide technical assistance concerning resource allocation, fund disbursement, and long-range financial requirements.
8. Conduct financial analyses and prepare reports as necessary for the effective management and operation of the District.
9. Lead and engage in long-range strategic and financial planning.
10. Oversee, plan, respond to, and implement findings of annual audits.
11. Recommend and/or revise policies, procedures and programs relating to assigned services and operations.
12. Direct and oversee operations and activities related to procurement, bidding, stock control, and inventory functions; assure cost effectiveness and quality of services and products.
13. Oversee and participate in the selection, training, and evaluation of assigned personnel.
14. Direct the preparation and maintenance of a variety of narrative, financial, and statistical reports, files, and records as required by the Superintendent/President and the Board of Trustees. Oversee the preparation of materials and reports for the Board of Trustees and make presentations periodically, as necessary, to the Board of Trustees.
15. Keep abreast of pertinent legislation, rules, regulations, and court decisions that may relate to fiscal functions; assume responsibility for interpretation of, and compliance with Federal and State laws and regulations.
16. Coordinate with administrators, personnel, and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
17. Chair and attend a variety of meetings and committees as assigned; serve on the President's Cabinet.
18. Advise on the District contract negotiations team, as needed; provide assistance to the District negotiation team in reviewing, analyzing, and preparing counter proposals during negotiations.
19. Perform related duties and responsibilities as required.

LEADERSHIP QUALITIES AND CHARACTERISTICS:

- Actively support the mission and goals of the Board, Superintendent/President, and the Executive Leadership Team.
- Commitment to support, respect, and empower the contributions of staff and management.
- Create a work environment that values diversity, equity, collaboration, and openness.
- An innovative thinker who demonstrates flexibility, creativity, and a strong desire to collaborate in problem solving.
- Consistently considers the institution's goals and needs before the needs of his/her own departments or personal ones.
- An approachable, inclusive and visible leader and administrator who values and models excellent customer service
- A team builder who demonstrates strong employee relations and encourages professional development in staff and managers.
- A team member who enjoys collaborating with others, who seeks the best solution not just consensus, and who understands that the team and its goals are greater than the individual members.
- An experienced administrator with demonstrated ability to balance hands-on management with delegation of responsibilities, while staying actively involved in all areas of responsibility.

QUALIFICATIONS

Knowledge of:

- Principles and practices of effective leadership, management, supervision, training, performance evaluation, customer service, and employee/management development.
- Public business and financial administration theory, principles, and practices and their application to a wide variety of programs and procedures.
- Strategic and financial planning, investment management, budget preparation, and accounting principles and practices.
- Principles, methods, and techniques of effective management, leadership, supervision, training, and performance evaluation.
- Principles and practices of building effective functional and cross-functional work teams.
- Current trends in accounting, budget development and management, auxiliary services, procurement and contract administration.
- District mission, organization, services, operations, policies and objectives.
- Methods of collecting and organizing data and information.
- Effective oral and written communication skills.
- Principles and practices of budget oversight and control.
- Interpersonal skills using tact, patience, and courtesy.
- Principles of record-keeping, research and report preparation.
- Demographics of the District.
- Policies, procedures, regulations relative to the Administrative Services division
- Trends and issues affecting California higher education systems.
- Relevant Federal and State laws.

Ability to:

- Develop, manage, and lead high-functioning work teams and managers
- Direct the activities of and provide effective leadership to assigned services and operations.
- Define complex issues, analyze and assess, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop short and long-term plans and projects based on analysis of complex data and constituency input utilizing sound program and project management principles.
- Plan, organize, direct and integrate the diverse functions, services, operations and objectives of assigned departments.
- Communicate clearly and concisely, both orally and in writing.
- Present proposals, reports, and recommendations clearly, logically and persuasively in public meetings.
- Engender trust and establish effective interpersonal working relationships.
- Supervise, evaluate, and provide direction for the improvement of the performance of assigned staff.
- Establish and maintain cooperative working relationships with others using interpersonal skills such as tact, patience and courtesy.
- Work cooperatively with students, staff, corporate partners, local businesses, government agencies, and other educational partners and professional organizations.
- Lead, plan, organize, develop, and evaluate programs, activities and services.
- Operate modern office equipment including, but not limited to, integrated database systems and general office computer applications.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

- Focus on student success, service excellence, and willingness to assist colleagues as needed.

Qualifications:

- Master's degree, doctorate preferred, in business administration, public administration, public finance, educational administration, or a related field from an accredited college or university.
- At least seven (7) years of recent progressively responsible related experience with at least four (4) years at the senior management level, preferably in a related field in an educational institution.
- Experience leading teams, preferably in an academic environment.
- Demonstrated knowledge of community college funding and finance in California preferred.

License/Certification:

A valid Class "C" California Driver's License.

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