

SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT

Vice President of Administrative Services (SJCC)

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, grounds and custodial, safety and emergency preparedness, facilities master planning, including oversight of bond projects, and hazardous material management. As chief business officer for the college serves on the executive leadership team.

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 campus business and facilities operations and other non-instructional functions of a college campus.

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 Supervisor of Business Services and Campus Facilities Manager, and Business Services staff, enabling them to effectively carry out their respective roles; oversees the program review of these departments.
3. Recruits, 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. Serve as a liaison to various District services including accounting, payroll, purchasing, human resources, maintenance, custodial, information services, and police services, risk management and insurance.
7. Provides leadership of facilities planning; coordinates and oversees all bond projects including new construction and renovation projects and manages campus construction and maintenance projects. Participates in accreditation processes, strategic planning and program review. Serves as the Chair of the College Facilities and Safety Committees.
8. Researches and analyzes information/data; prepares or supervises the preparation of a variety of College, State, and Federal reports; makes presentations.
9. Acts as college liaison for contracts affecting the college such as Food Services and administers contracts as appropriate.
10. Develops, negotiates and authorizes contracts and agreements.
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 districts policies and procedures.
15. Performs related duties and responsibilities as assigned by President.

Duties and Responsibilities Continued:
Not applicable

Knowledge, Skills and Abilities

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. Facilities management and Bond Programs.
7. District Policies and Procedures.
8. Bond management and implementation.

9. Collective bargaining and contract administration.

Skills and Abilities:

1. Provide sound counsel to the College President on critical budgetary and facilities issues.
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 communications software.

Working Conditions:

Typical office environment

Minimum Qualifications:

1. Bachelor's degree in related field required, or equivalent combination of education and experience, for which similar knowledge and abilities could be acquired.
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, 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.

Special Licenses, Certificates, etc.:

Not applicable

Desired Qualifications:

1. Master's degree preferred.
2. Experience providing administrative oversight to budget or operational functions at a community college.

Does this position accept online applications?

Yes

Opportunity Type:
Management Employment Opportunity

Posting Date:
05-28-2011

Closing Date:
07-12-2011

First Review Date (if Open Until Filled):
Not applicable

If No, please specify
Not applicable

Posting Number:
0010263

Work Location
San Jose City College
Division: Finance and Administrative Services

Position status:
Full-time

Academic Position Type:
Not Applicable

Academic Position Term:
Not Applicable

Salary Range:
M-34

Benefits Available:
Medical, dental, vision, life insurance, income protection and retirement.
Management positions include 20 vacation days, 17 holidays and 6
administrative leave days per year.

Employment Start Date:
As soon as possible

Job Category
Executive/Administrative/Managerial

Classified Position type:
Classified Management

Classified Position term:
Regular

Equivalency Information:
Every two years of directly related experience can be considered as equivalent to one year (30 units) of college education.

Application Procedures, Notes and Contact Information

Interested applicants MUST by the closing date SUBMIT ONLINE ALL of the following materials to be considered for the position (as prompted via the following URL: <http://apptrkr.com/194790> or <https://jobs.sjeccd.edu>. On the job posting, click "Apply for this Posting"):

1. A completed online San Jose/Evergreen Community College District ADMINISTRATIVE/MANAGEMENT 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
4. TRANSCRIPT(S) - NOT DIPLOMAS - (unofficial or official copies) for stated degrees/coursework and must have the degree confer/award dates (circled). Official transcripts will be required prior to employment start date should the position be offered.

ABOUT TRANSCRIPTS: If you do not have an electronic version of the transcript, you can get it scanned at Kinkos, 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 internal applicants). Application materials must include: a. ADMINISTRATIVE / MANAGEMENT POSITION APPLICATION, b. COVER LETTER, c. RESUME, and d. TRANSCRIPT(S) of degrees/coursework stated and/or required. (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/COURSEWORKS 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/COURSEWORKS: 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 for applicants.
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.

For assistance, contact: HR Employment Services
4750 San Felipe Road, San Jose, CA 95135
Phone: (408) 270-6414 Fax: (408) 223-6341
Email: Hremploymentservices@sjeccd.edu

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. Contacts: Title IX Officer: Dr. Elaine Burns

(408) 288-3191; Section 504 /ADA Officer: VP of Administrative Services (408) 288-3723.

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.

With enrollment of approximately 26,000 per semester, and an extremely diverse student population (Hispanic/Latino 32%, Black/African-American 6%, Asian/Pacific Islander 33%, American Indian/Native American 1%, White/Caucasian 17%, First Generation 60%) attaining educational goals reflecting 34% - 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 28% Hispanic/Latino, 24% Asian/Pacific Islander, 12% Black/African-American, 1% two or more races, and 35% White/Caucasian, as well as encouraging applications from all qualified, outstanding applicants.