

# Vice President, Administrative Services

*Open Until Filled*  
*First Review Extended: October 5, 2012*

## The Position

Under the direction of the Superintendent/President, the Vice President-Administrative Services is responsible for providing services to the campus community through the management of all functions associated with budget, accounting, fiscal management, physical and plant management, information services and the College enterprise operations.

## Summary of Duties

The Vice President-Administrative Services will:

- Formulate, interpret, and administer policies that will assure sound fiscal operations of the District.
- Serve as the District's chief financial officer, responsible for the receipt of all income and payment of obligations and for the establishment and maintenance for effective internal control procedures.
- Coordinate and review the preparation of monthly financial statements; provide reports to District officials as requested, including cash flow information, financial statements and summary account information.
- Prepare accurate fiscal reports as required by Federal, State and local agencies.
- Supervise the Controller who oversees the business and payroll functions, including payroll calculation, purchasing, registration and fees collection, travel, personal services contracts, rents and leases, journal and other accounting functions.
- Supervise the operations of the Student Bookstore, provide general oversight of the operations of the cafeteria.
- Develop, in conjunction with the Superintendent/President and other staff, a long-range plan for the District.
- Oversee the maintenance operation of the District, including buildings, equipment, and grounds. Develop the Five-year Construction Master Plan and maintain the Space Inventory Report.
- Coordinate the development of a fiscally sound District budget. Develop guidelines, procedures, and forms related to the budgetary process.
- Be responsible for insurance and risk management for property and liability coverage.
- Research, recommend and administer plans for capital outlay expenditures.
- Work with administrators and staff to support the use of information technology at the College of the Siskiyous.
- Set priorities for making programming changes after consultation with instruction, student services, and administrative services.
- Oversee and support the Technology Services team to maintain the high level of technical services to the campus community.
- Perform other duties assigned by the Superintendent/President.

## Experience

### **Minimum Qualifications**

- Master's Degree from an accredited institution of higher education **OR** the Equivalent.
- Skilled in the use of computer software for databases, spreadsheets and other business processes.
- Evidence of increasingly responsible accounting, finance, or business related experience.
- Evidence of expertise in managing a diverse group of people.
- Demonstrated leadership and managerial skills.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

### **Desired Qualifications**

- Knowledge of California Community College financial legislation.
- Knowledge of uses and issues in information technology
- Demonstrated ability to manage effectively the administrative and budget policies of a college district.
- Demonstrated ability to communicate effectively orally and in writing.
- Evidence of a strong commitment to diversity in people, skills and environment.
- Demonstrated ability to prepare policy reports.

- Demonstrated ability to plan and manage large projects
- Ability to establish a service-oriented unit while adhering to strict ethical business practices.

### Salary and Benefits

The salary, fringe benefit package, length of contract, and other terms and conditions of employment will be similar to that of comparable districts in California.

### Application Procedure

Applications will be accepted until the position is filled. For an applicant to be considered in the first review, the Human Resources Office **must** receive **all** required documents prior to 1 p.m. p.s.t., October 5, 2012. Postmarks are not accepted. It is the applicant's responsibility to ensure that all requested materials are received by the deadline. Materials submitted in addition to those listed below will not be considered in the screening process. All documents included in the application file become property of the College and will not be returned. Only completed application packets will be forwarded to the search committee. All inquiries and applications will be held in the strictest confidence.

To be considered a candidate for this position, the applicant must submit the following materials:

- Application Cover Sheet\* available at [www.siskiyous.edu/employment/opportunities](http://www.siskiyous.edu/employment/opportunities) under "Forms".
- A letter of application addressing how the candidate's skills and abilities meet the minimum and desired qualifications, and how previous experience meets the summary of duties. The letter should not exceed three typed pages.
- Current resume or Curriculum Vitae
- Transcripts of college work (Copies are acceptable for application. The successful candidate must provide original transcripts upon hiring. Foreign transcripts **must** include a U.S. evaluation **and** translation, at the time of application.)
- A list of four professional references, which include the reference's title and current contact information
- Two recent letters of recommendation

**\*Employment forms are available by calling (530) 938-5317 or online at: [www.siskiyous.edu/employment](http://www.siskiyous.edu/employment).**

### Selection Process

A Search Committee, representing the Academic Senate, Classified Staff, and Administrators/Management will screen applications. The Committee will select candidates who will be invited to an initial interview with the Committee. Prior to this initial visit, references may be called, but only with candidates permission.

Following the initial interview, several ranked candidates will be invited to meet with the Committee and the President and participate in an open forum that same day. Candidates advanced to this level must agree to a full background and reference check and may be required to submit further materials. The President will make the final decision.

The District reserves the right to re-advertise the position or to delay filling of the position if it is deemed that applicants do not constitute an adequate applicant pool or if funding is not available.

### Conditions of Employment

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States.

***Applicants requiring reasonable accommodation in completing the application or interview process must notify the Human Resources Office in advance.***

***College of the Siskiyous is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, gender, age, marital status, disability, political affiliations, sexual orientation, or beliefs.***

**College of the Siskiyous Human Resources**  
800 College Avenue, Weed, CA 96094  
[www.siskiyous.edu/jobs](http://www.siskiyous.edu/jobs)  
Tel: 530-938-5317 Fax: 530-938-5227  
[HR@siskiyous.edu](mailto:HR@siskiyous.edu)

## The College and Community

**Community:** College of the Siskiyous (COS) offers an exceptional leadership opportunity and a chance to live in one of the most desirable natural environments in California. The beauty of the area is matched only by the friendly people who call it home. In fact College of the Siskiyous was voted the most beautiful community college campus in America in 2010.

COS serves rural Siskiyou County, which has a population of 45,000. The Weed Campus stands at the base of 14,162 foot snow-capped Mt. Shasta. The area offers world-class outdoor activities such as fishing, camping, skiing, hiking, golfing and much more. The region also offers an assortment of quaint shops, interesting restaurants, varied nightlife that includes cinema, live theater, concerts, poetry readings, and art galleries. In addition, Siskiyou County continues to enjoy a reasonably-priced real estate market.

**College:** COS is a major influence in the area and employs a faculty and staff of approximately 300, making it the third largest employer in the county. The College serves about 4,500 full and part-time students through comprehensive transfer courses, career and technical programs, life-long learning opportunities, and excellent student services. The College is widely recognized for its excellent programs in the humanities, arts, sciences, technology, career/technical education, and athletics. Nursing, fire science technology, an EMT/Paramedic program, and a natural resources technology program are four of our outstanding career/technical education programs.

The Weed campus, accessible from Interstate 5 and Highway 97, is 60 minutes south of Ashland, Oregon and 60 minutes north of Redding, California. It includes a 600-seat theater, a distance learning facility, science laboratories, television studio, library, football stadium, fire tower, career/technical education labs, two residence halls, and we broke ground on a new science building in Spring 2011. Our satellite campus in Yreka is 25 minutes north of Weed and has general purpose classrooms, a computer lab, POST certified training simulation classrooms, a fully-equipped weight-training classroom, and our newest building, a 20,000 square foot, high-tech Rural Health Sciences Institute.

In November 2005, Siskiyou County voters passed a \$31.4 million bond for new construction and campus renovation that enabled the College to expand and improve its programs. Completed bond projects include resident hall renovations, videoconferencing capabilities with Siskiyou County high schools, construction of the Tactical Training Center for fire science, the Rural Health Sciences Institute and the Emergency Services Training Center. Additional projects are underway.

The College staff is highly skilled and friendly. Quality instruction is provided in a caring atmosphere where small class sizes and opportunities to interact with faculty are frequent. The campus community is committed to helping students succeed by providing personalized instructions and exemplary technological support.

The Board of Trustees takes pride in overseeing student achievement, a dedicated staff, and a financially solvent District. They, and the COS Foundation Board of Directors, are eager to continue providing excellence in education to the people of Siskiyou County.