

Position Announcement:

Assistant Superintendent/Vice President, Business & Financial Affairs



POSITION OVERVIEW:

Compensation: \$150,839 – 185,545 DOE/neg.

Location: Chula Vista, CA

Reports to: Superintendent/President

Direct reports: 5; total team of 27 (department chart listed below)

WHO WE ARE:

Southwestern Community College District (SWCCD) is the only public institution of higher education in southern San Diego County. As a single-college district serving Chula Vista, San Ysidro, Otay Mesa, National City and Coronado, SWCCD provides a wide range of dynamic, high-quality academic programs and comprehensive student services to a diverse community of students. The District provides educational opportunities in the following areas: associate degree and certificate programs, transfer, professional, technical, and career advancement, basic skills, personal enrichment and continuing education. In addition, the College District advances the local region through its educational, economic and workforce opportunities, community partnerships and services.

SWCCD currently enrolls approximately 26,000 students annually, predominantly from diverse communities. The college has approximately 1,300 employees spread across 5 campus locations in the South Bay area of San Diego. To learn more about Southwestern Community College District, please visit us: <https://www.swccd.edu/>

POSITION SUMMARY:

Reporting directly to the Superintendent/President, the Assistant Superintendent/Vice President for Business & Financial Affairs (ASVPBFA) provides District-wide leadership in several key areas, including all financial and accounting services, budget planning and development, business operations, and payroll. Serving as the District's Chief Business Officer, they will also lead all facilities and auxiliary operations, including maintenance and operations, construction and bond management, bookstore, and food services operations. The ASVPBFA is a member of the Superintendent/President's Cabinet. With oversight of a \$200 million annual budget, they will manage 5 direct reports, and an overall team of 27 professionals. In the absence of the Superintendent/President, they may also serve as the Superintendent/President's designee of the District.

Anticipated focus allocation for the ASVPBFA:

- Finance and Budgeting, which includes Accounting and Payroll (40%)
- Facilities (30%)
- Purchasing, Contracts, and Risk Management (30%)

Strategic priorities for ASVPBFA include:

1. Continue the department's efforts to review and revise SWCCD's finance and accounting systems, procedures, and software.
2. Assume responsibility for SWCCD's overall financial health and well-being; conduct detailed financial analysis and produce timely and accurate management reports.
3. Direct all aspects of business-related programs and operations.
4. Oversee the college's facilities, including its bond measure and new construction initiatives.
5. Provide leadership and direction for collective bargaining and contract administration.

ATTRIBUTES & WORK STYLE:

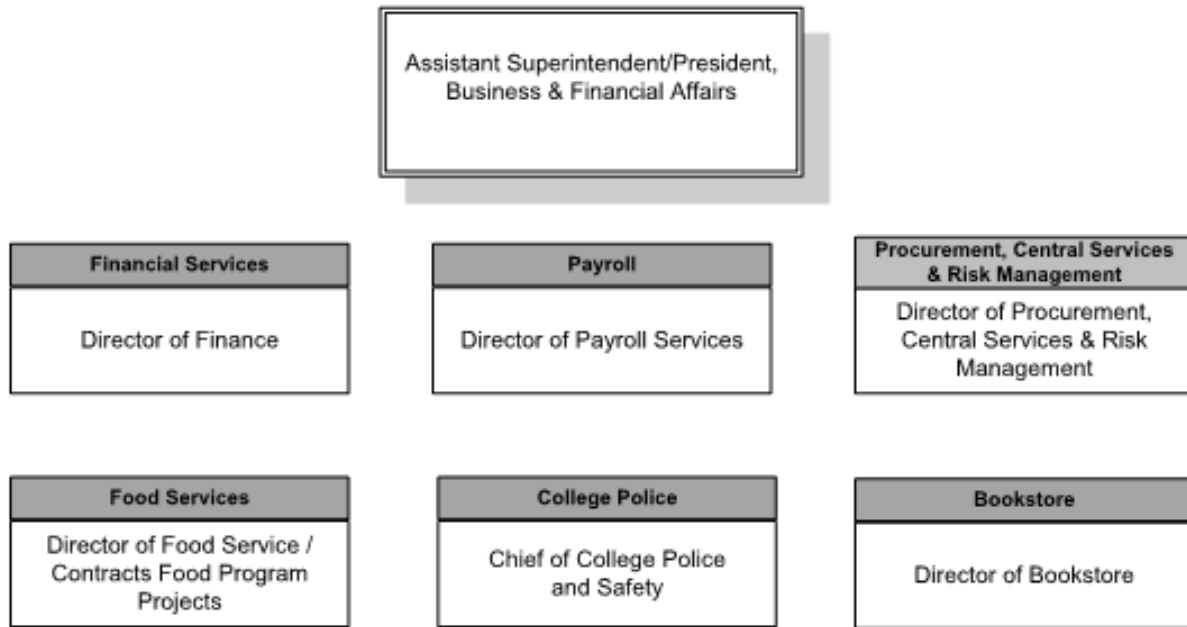
- **Passionate:** Driven by SWCCD's purpose, which is to improve the lives of our students.
- **Equitable & Inclusive:** Proven commitment to diversity and inclusion.
- **Community-minded:** Track record of working collaboratively with diverse stakeholder groups.
- **Responsible:** Demonstrates integrity and strives for excellence in their work. Promotes a culture of accountability and credibility.
- **Transparent:** Distills complex concepts into straightforward and forthright reports.
- **Team Player:** A servant-leader who fosters a respectful, transparent, and collaborative work environment.
- **Growth Mindset:** Views challenges as learning opportunities.
- **Innovative:** Embodies continuous improvement, with an intuition for identifying ways to improve any and all aspects of our work.
- **Planning and Process Management:** Operates effectively at both the strategic and tactical levels, with excellent organizational, time management, multi-tasking, and planning capabilities.
- **Communicative:** Outstanding oral, written and interpersonal communication skills. Impressive diplomacy skills and savvy at negotiations.
- **Meticulous:** Superior attention to detail and problem-solving skills.
- **Self-Starter:** Demonstrates a strong personal initiative and sound decision-making skills.

REQUIRED SKILLS, EXPERIENCE & EDUCATION:

- 3 years of progressively responsible administrative experience including leadership and senior management experience.
- Master's Degree in business management, public administration, a J.D. or a related field. Earned doctorate from an accredited institution is desirable. PHR or SPHR strongly preferred.
- Demonstrated equity-minded focus, responsiveness, and sensitivity, to and understanding of, the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, and successfully foster and support an inclusive educational and working environment.
- Strong experience creating, articulating and implementing strategic finance and business plans.
- Possesses relevant experience in accounting, finance, facilities and risk management.
- Experience with the college accreditation process and shared governance model preferred.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Impressive management skills with experience in coaching and mentoring staff at all levels.
- Excellent communication skills, using both written and oral skills to influence and engage constituents.
- Proficient with technology and adept at switching to/integrating new systems and platforms.

- Demonstrated experience with risk mitigation.
- Collective bargaining/union relations experience helpful.
- Knowledge of State and Federal Employment Laws required.

DEPARTMENT STRUCTURE/DIRECT REPORTS:



For more information or to apply, please contact:

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 Blair Search Partners
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Full Position Description Available At: <http://bit.ly/SouthwesternASVPBFA-Position-Description>