

Position**Vice President, Administrative Services #CL18-1109**

Administrative Services/Santa Ana College

**Salary**

2017-2018 Management Salary Schedule

Grade A \$135,459.48 - \$140,867.05 - \$146,519.24 - \$152,377.43 - \$158,454.50 - \$164,801.96 - \$171,394.03/year

Benefits

The District provides excellent medical and dental coverage and life insurance of a minimum of \$50,000 or a maximum not to exceed the annual salary of the employee. Holidays, sick days, and vacation are earned in accordance with the Administrative Handbook. Payroll deductions include the California State Teachers' Retirement System.

Starting Date: As soon as possible after the offer of employment.**Deadline to Apply:** Monday, March 26, 2018, 5:00 PM**GENERAL RESPONSIBILITIES**

Serves as business manager of the college. Overall responsibility to the College President for the effective conduct of the business affairs of the college, including budget development and control, maintenance of facilities, custodial and grounds, auxiliary services, transportation and the preparation and maintenance of required records and reports; performs other duties as assigned. Serve as campus liaison to District business operations and fiscal services division. This is a classified position.

SPECIFIC RESPONSIBILITIES

Development and Delivery of Administrative Services: Serves as the primary liaison between the College President and all segments of the College regarding the requirements and procedures governing administrative services. Provides overall supervision of budget, maintenance of facilities, custodial and grounds, bookstore/food services, transportation, and community use of facilities; recommends policy and procedure, and monitors programs and services in assigned area for responsiveness to the needs of a culturally diverse community. Serves as the College's direct liaison with the District's Business Operations and Fiscal Services Division and provides dotted line coordination of centralized district services such as facilities planning and development, and campus safety and security.

Personnel: Responsible for and recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, and training/professional development of assigned personnel; also, responsible for administering collective bargaining agreements, adjustment of grievances, and compliance with District policies, rules and regulations regarding employment and selection procedures, evaluation of assigned staff, and providing direction and assistance in relation to all programs associated with this office.

Budget/Fiscal Management: Responsible for timely and accurate preparation, submission and administration of the College budget, including substantial responsibility for reporting and accounting for specific programmatic funding.

Planning: Plans all programs under supervision; responsible for the scheduling of work, events, facility use, maintenance, and the delivery of services.

Community Contact/Representation: Must be a highly visible educational leader seeking a position of significant leadership in community institutions and activities, and on state boards and committees to articulate, enhance and improve District programs, offerings, and funding. Oversees community use of campus facilities.

Other Professional Responsibilities: Significant responsibility for advising, chairing and supervision of service area, college-wide committees, and District-wide committees and task forces.

ESSENTIAL FUNCTIONS

- Supervises all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned in areas of responsibility; has substantial responsibility for procurement, expenditure and accounting for funding and programs in compliance with applicable law and policy, and for related reports.
- Resolves complaints, problems, and conflicts; analyzes, applies and explains laws, regulations and policies, regarding services provided and maintains related records and reports.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: A Bachelor's degree and at least five years of experience reasonably related to this administrative assignment.

Desirable Qualifications: A Master's Degree in Business Administration, Public Administration, or related field and experience in a public educational agency is desirable.

Required Skills: Ability to prevent and resolve conflicts and problems, plan, measure and evaluate programs, services and activities, supervise staff, analyze and apply laws, rules and regulations, and build consensus.

Selection Criteria

Application Screening:

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience-breadth and depth
- Work experience-breadth and depth
- Demonstrated leadership capabilities
- Program development
- Community involvement
- Demonstrated experience working with a diverse socioeconomic community
- Demonstrated ability to work cooperatively with others

Based upon the information presented on the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and oral interview.

Interview:

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem solving skills
- Successful performance demonstration
- Writing skills/demonstration

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Method of Application

For consideration in the selection process, interested persons must complete the RSCCD application and upload all required documents online at <http://www.rsccd.edu/employment/Pages/Employment.aspx> by the specified closing date for the position. If you do not have a computer, there is a computer which can only access RSCCD employment website and scanner to upload application materials/documents (no USB) available at the Human Resources Department, 2323 North Broadway, Santa Ana, California, 92706, between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday.

Please upload the following application materials in the appropriate boxes with your online application by the closing date:

- Resume in Word format (Required)
- Cover Letter (Required)
- Unofficial Transcripts showing that the minimum qualifications are met (Required)
- Any additional supplemental materials (Optional)

Travel reimbursement is available to those meeting the established district criteria.

Pre-Employment Requirements

Candidates selected for employment will be required to provide current verification of a negative TB test or chest x-ray, complete the district's fingerprinting process, and bring proof of their legal right to work in the United States. Cost of TB testing, fingerprinting and the fee for criminal records check will be paid for by the candidates.

The Rancho Santiago Community College District is an equal employment opportunity employer and prohibits discrimination and harassment based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. The District will make reasonable accommodations for applicants with disabilities. Applicant should contact the Human Resources Department for assistance.

Post: Thursday, February 15, 2018