

**Vice President, Administrative Services  
North Orange County Community College District**

**Position Number:** CCM962

**Location:** Cypress College

**Department:** CC President's Office Administration

**Percentage of Employment:** 100%

**Months of Employment:** 12 Months/Year

**Work Schedule:** Monday – Friday, 8:00 am – 5:00 pm (However, some flexibility such as evenings and weekends will be required to meet the needs of the department.)

**Job Description:**

Coordinates with college administrators and staff to plan and develop the annual college budget; assures the accurate and timely preparation, submittal and administration of the budget in accordance with District policy; institutes and maintains appropriate internal audits and budgetary controls; assures the timely and accurate preparation, distribution, review and analysis of a variety of financial reports, statements, projections and records; assures fiscal compliance with a variety of applicable laws, regulations and restrictions related to college operations, financial transactions and expenditure of funds.

Plans, organizes and directs the administration of campus educational support services including media services, academic computing, instructional technology, campus production services, and other educational support services and programs; develops and implements plans and policies to facilitate and improve the educational support services.

Oversees the development and monitoring of grants, specially-funded projects, and categorically-funded programs.

Plans, organizes and directs the administration of the college business office and various campus auxiliary and contracted services, including the bookstore, bursar operations, mail services, campus security operations, food services, and related administrative support services; develops and implements plans and policies to facilitate and improve administrative services operations and programs.

Coordinates and directs the planning of campus facilities development, construction and space utilization; plans and directs the maintenance of facilities, grounds, and equipment; processes contractual agreements related to the use and maintenance of facilities; maintains inventory control.

Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.

Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.

Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.

Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

Performs related duties as assigned.

In addition to the essential functions, the Vice President of Administrative Services serves as the college liaison with the District Office of Finance and Facilities for matters related to budgeting, financial audit and facilities.

**Primary Purpose:**

Under the direction of a college president, this position serves as the college business officer responsible for providing leadership and overall administration of college administrative support services functions including fiscal management, budget development and control, contract and grant administration, personnel operations, facilities planning and management, maintenance and operations, educational support services, auxiliary and contracted services, and other related non-instructional functions.

**Working Relationships:**

The Vice President of Administrative Services maintains frequent contact with other college and District departments and personnel, students, vendors, community groups, governmental agencies and other outside organizations.

**Knowledge, Skills, and Abilities:**

Knowledge of District organization, operations, policies and objectives

Knowledge of California Education Code and requirements, including Title 5

Knowledge of California Community College budget and finance practices

Knowledge of budget preparation and maintenance

Knowledge of accounting and record keeping procedures

Knowledge of appropriate software and databases

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

**Special Requirements:**

The award of all degrees must be verifiable on a legible transcript. If degree award date is not posted on transcript your application will be deemed incomplete and removed from consideration. All degrees and course work used to satisfy the required minimum qualifications must be from accredited post-secondary institutions.

**Minimum Qualifications:**

Possession of a bachelor's degree in business administration, accounting, finance, or related field from a regionally accredited institution.

Minimum of three (3) years of increasingly responsible business administration experience in a complex organization that includes documented experience as a controlling manager of budget and accounting operations.

Demonstrated experience with computerized financial information systems and their use in financial analysis and reporting.

Demonstrated experience with facilities planning and management, including scheduled maintenance and new construction.

Demonstrated experience in administering facilities maintenance and operations functions, including buildings, grounds and security operations.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

**Desirable Qualifications:**

Possession of an advanced degree in business administration, accounting, finance, or related field from a regionally accredited institution.

Demonstrated administrative experience in organizing and implementing sound fiscal management, personnel procedures and practices, administrative and business services.

Demonstrated administrative experience in public higher education, preferably at a community college campus of a multi-college district.

Demonstrated experience in negotiating with external agencies and organizations achieving partnerships, increasing college revenue, and instituting new cost saving programs in administrative, business and college services.

Demonstrated experience in interpersonal communication, group leadership, and participatory governance emphasizing collaborative, consensual, and problem-solving methodologies in working with units, divisions, and group of individuals.

Demonstrated experience in managing large scale construction projects and oversight of fiscal affairs of College Foundation.

**Working Conditions:**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities; requires frequent travel to other offices or locations to attend meetings or conduct work.

**Salary Range:** \$143,882 - \$182,057 Annually

**Number of Vacancies:**

**Commitment to Diversity:**

**Posting Number:** 201534P

**Open Date:** 10/10/2017

**Close Date:** 11/22/2017

**Special Instructions Summary:** This is a designated classified management position subject to a one-year probationary period.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day, identification and employment eligibility as outlined in the Immigration Reform and Control Act, fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

The District may choose to fill one or more positions from this recruitment within the same fiscal year or 8 months, whichever is longer.

To ensure consistency and fairness to all applicants, please do not submit materials in addition to those requested. Additional materials will not be considered or returned. Be sure to complete all questions and sections of the application. For questions which may not apply, indicate "N/A" (not applicable). Do not use terms such as "see resume" or "see attached".

The minimum required number of references for this position is five (5).

All applications will be screened under a process of utmost confidentiality by a committee of representatives from the college community. Possession of the minimum qualifications does not ensure an interview. At the time of the interview a written exercise and/or an oral presentation related to the assignment may be required. Subsequent to the interviews, the screening committee will select candidates for final consideration. A second interview will be required of candidates selected as finalists.

NOCCCD offers reimbursement for candidate travel expenses. Visit <http://www.nocccd.edu/policies-and-procedures> to view the administrative procedures – AP 7120-10.

Evaluations of foreign degrees and/or course work are required. See our website at <http://www.nocccd.edu/minimum-qualifications> for information regarding evaluation of foreign degrees.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three business days in advance of the scheduled examination/interview date.

To apply, visit: <http://apptrkr.com/1102061>