

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

INTERIM VICE PRESIDENT ADMINISTRATIVE SERVICES CUYAMACA COLLEGE

The interim Vice President of Administrative Services is expected to begin in December 2019. The assignment will last until approximately June 2020.

ANNOUNCEMENT

Cuyamaca College seeks talented, dedicated, and diverse candidates to apply for the interim Vice President of Administrative Services. The person serving in this position will provide administrative leadership and oversight for facilities, maintenance, finance and other operational departments. He/She will serve as a member of Cuyamaca College's President's Cabinet and as a member of the Grossmont-Cuyamaca Community College District (GCCCD) Chancellor's Extended Cabinet, and will actively participate in the college and district participatory governance processes.

Established in 1978, Cuyamaca College is home to an increasingly diverse community, including a large Middle Eastern population, and is designated as an Hispanic-Serving Institution. Cuyamaca College is proud to be recognized in California for its equity-minded and innovative approaches that facilitate clear educational and career pathways for our students. For more information about Cuyamaca College, please visit: <https://www.cuyamaca.edu/>

JOB SUMMARY:

Reporting to the President of Cuyamaca College, the interim Vice President of Administrative Services will serve as the college chief business officer and will oversee the college facilities, maintenance, finance, and operational departments. This includes, but is not limited to, budget development and control and preparation of required records and reports. Part of the Grossmont-Cuyamaca Community College District, these functions will coordinate with district services to support fiscal stability and integrity of services to students and employees in the district and the oversight of an active bond-funded construction and renovation program.

The interim Vice President of Administrative Services as a member of the President's Cabinet is responsible for making recommendations to the President regarding administrative services. Other duties include coordination and collaboration with Instruction, Student Services, and Institutional Effectiveness, Success & Equity. This top leadership role will work collaboratively with members of the college and district community including students, staff, faculty and administrators.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Advise President on college business issues and fiscal impact of policy options. Provide financial analysis, long-range financial projections and long-term planning to assist administration in making sound fiscal decisions. Recommend fiscal procedures for efficient allocation of resources for all college operations.

Responsible for timely and accurate preparation, submission and administration of the budget. Coordinate the College budget process including the distribution of materials and information regarding budget preparation for all college funding and programs. Oversee, administer and coordinate all expenditures within the finances of the College.

Provide reports and analysis to the President and college constituencies regarding status of college budget and business practices as needed. Analyze and interpret financial condition regularly, recommending corrective action to resolve fiscal issues.

Plan, organize and coordinate the accounting for College Special Revenue funds: (e.g. College Bookstore, Child Care Center, etc.) and all college trust funds.

Direct, supervise and evaluate the work of department directors/manager/supervisors and staff.

Oversee and collaborate with department managers and supervisors to ensure proper administration, operations, and business practices of College fiscal/administrative services and facilities.

Recommend policies and procedures; monitor programs and services in assigned area which lead to increased sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

Act as college liaison and provide contract administration for contracts affecting the college such as Food Services and the Bookstore.

Meet with various College and District shared governance committees offering advice relating to business services, fiscal management issues and campus operations.

In concert with department managers and/or supervisors, control and direct classification of all college expenditures; monitor all purchases and contracts for compliance with funding requirements and state and federal laws governing the use of public funds.

Direct, monitor and implement transfers of funds between budget accounts for the college.

Develop and review fiscal aspects of all new and existing programs, e.g. grant funded programs, etc.

Ensure college compliance with all applicable statutes, regulations, internal accounting, purchasing, payroll and fiscal reporting policies and procedures.

Assist with the overseeing the filing of grant and funding applications for the state and federal government; assist with submission of claims for reimbursement and general reporting as necessary.

Attend Governing Board meetings and make appropriate presentations as necessary.

Maintain effective communication and liaison with District administration.

Serve as acting President when required in the absence of the College President.

Perform other duties as assigned by the President.

EDUCATION AND EXPERIENCE:

Master's degree or equivalent in Business Administration, Accounting or related field from an accredited institution and increasingly responsible budget, administrative analysis or management experience, including experience in a lead administrative management capacity.

SPECIAL SKILLS OR REQUIREMENTS:

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.

Work effectively with the President/District, other administrators, faculty, staff, other educational institutions; community groups and individual citizens.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

In-depth knowledge of the Education code, Title 5 and other administrative regulations and the ability to apply these regulations.

Technical aspects of field of specialty.

Ability to successfully delegate, ensure adherence to College and District policies, practices and procedures, hold others responsible yet instill confidence among the faculty and staff.

Ability to exercise leadership to advance the College's mission.

Ability to participate in the College planning process while participating in the achievement of the goals and priorities of the District as a whole.

Ability to work cooperatively and responsively with all segments of the College, District and community at large.

Ability to participate in the process, development, and achievement of the college vision, and communicate that to faculty and staff.

Ability to exercise academic leadership to advance the College's mission.

Commitment to the community college concept, including the open door philosophy and a diverse curriculum for a heterogeneous student population.

Community resources that integrate with college services.

Commitment to a comprehensive, student-oriented environment that facilitates learning and student development.

Dedication to keeping students informed while seeking their opinions and providing a range of student services.

Dedication to the improvement of the educational process.

Facilitate communication and understanding of perspectives among faculty, staff, students, and the community, within the framework of a multi-college district.

Read, interpret, apply and explain complex laws, regulations, requirements, policies and procedures.

Interpersonal skills using tact, patience, and courtesy.

Sensitivity to all facets of the community including the needs of various groups that comprise it.

WORKING CONDITIONS:

Typical office environment subject to frequent interruptions.

SALARY SCHEDULE:

Confidential Administrators Salary Schedule MF-12, Step A: \$131,076 annually – Step C: \$141,768 annually.

BENEFITS:

The Grossmont-Cuyamaca Community College District provides an excellent comprehensive benefits program including medical, vision, dental, life, income protection insurance, and membership in the State Teachers' Retirement System.

APPLICATION PROCEDURES:

Applicants please submit a current resume and a letter of interest no longer than three pages in which you outline your qualifications for the position and professional fit with Cuyamaca College to Valeri.Wilson@gcccd.edu no later than 5:00 P.M., Friday, November 22, 2019.

Interviews for selected candidates will be held Wednesday, December 4, 2019.

Verification of academic credentials will be required from the selected candidate.

Candidates invited for interview who must travel distances greater than 75 miles (one-way) from the interview site may be reimbursed for a portion of their travel or airfare expenses. Details will be provided as interviews are arranged.

Live scan and TB Assessment will be required. Federal law, employers are required to verify that all new employees are eligible for employment in the United States. Prior to appointment to a position, you must present acceptable proof of your identity and authorization to work in the United States.