



MERCED COLLEGE
3600 M STREET, MERCED, CALIFORNIA 95348-2898

**OFFICE of
HUMAN RESOURCES**

TEL 209.384.6295

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WWW.MCCD.EDU

**MANAGEMENT
JOB OPPORTUNITY**

*An Equal Opportunity Employer
actively seeking applications
from racial/ethnic minorities, women,
and persons with disabilities.*

Position: ASSISTANT SUPERINTENDENT/VICE PRESIDENT ADMINISTRATIVE SERVICES
Mgmt Range VP

Salary: Hiring Range: \$ 136,231 - \$211,338 (additional compensation for doctorate)
Salary placement commensurate with experience

Closing Date: Open until filled
Initial Screening on August 15, 2017
Any complete applications received after the Initial Screening date
will be reviewed by the screening committee only upon committee request.

Beginning Date: November 2017 (approximate)

MINIMUM QUALIFICATIONS

Required:

- Master's degree from an accredited institution with major course work in accounting, finance, business administration or a closely related field AND one year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

OR

- A Bachelor's degree from an accredited institution in accounting, finance, business administration or a closely related field AND a certified public accountant's license AND five years of full-time management experience in overseeing support services programs in an institution of higher education.

AND

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Preferred:

- Experience working at the senior management level in higher education, preferably a community college
- Demonstrated knowledge of community college funding and finance in California.
- Experience in management over areas such as Facilities, Fiscal Services, Public Safety and auxiliary services.
- Expertise or experience with planning and institutional effectiveness as practiced in a community college setting.

General Description:

Under the general supervision of the Superintendent/President, the Assistant Superintendent/Vice President of Administrative Services is responsible for the District-wide planning, supervision, and coordination of the business operations, including Facilities Development, Fiscal Services, Business Services, Payroll, Student Fees, Purchasing & Receiving, Food Services, Bookstore, Maintenance, Operations, Transportation, Print Services, Health & Safety, Security/Police, Risk Management and Insurance Services. May oversee additional areas of support services depending on appropriate qualifications.

Essential Functions:

- Serve as the Chief Business Officer and maintain the fiscal integrity of the institution.
- Provide technical information and assistance to the Superintendent/President, other Vice Presidents, and administrators in the development and implementation of plans, strategies, goals, and objectives for the District; provide technical assistance concerning resource allocation, fund disbursement, and long-range financial requirements.
- Direct the preparation and maintenance of a variety of narrative, financial, and statistical reports, files, and records as required by the Superintendent/President.
- Oversee the preparation of materials and reports and make presentations periodically, as necessary, to the Board of Trustees as directed by the Superintendent/President.
- Assist in the preparation of fiscal information on all project applications submitted by other administrative staff and coordinates application prior to submission to the Superintendent/President.
- Conduct financial analysis and prepare reports as necessary for the effective management and operation of the District.
- Manage all district financial policies, procedures and activities, including budget and audit.
- Coordinates budgetary changes and effects thereof with Fiscal Services.
- Coordinates and monitors the investment of funds in District's special accounts.
- Lead and engage in long-range strategic and financial planning.
- Oversee, plan, respond to, and implement findings of annual audits.
- Coordinate, plan, organize, and direct all aspects of business related programs including personnel, resources, communications, and information to meet the needs of the District and assure smooth and efficient operations.
- Administer and supervise the District's financial affairs in accordance with State laws, Board policies, and administrative regulations.
- Keep abreast of pertinent legislation, rules, regulations, and court decisions that may relate to fiscal functions; assume responsibility for interpretation of, and compliance with Federal and State laws and regulations.
- Administers the legal and financial operation of civic use of the college facilities.
- Serves as member of the District's team for faculty and classified negotiations, if appointed by the Superintendent/President.
- Chair and participate in District shared governance master planning committees as assigned.
- Maintains an adequate insurance program for students, employees and the District.
- Represents the College on the Executive Board of the Joint Powers Authority for the Valley Insurance Program.
- Provides for procuring, receiving and inventory of all District supplies and equipment.
- Works closely with the District Registrar's Office, Information Technology, Business Office and Chancellor's Office on matters pertaining to attendance and revenues.
- Provides for transportation services for college functions, including the assignment of vehicles and supervises procurement of transportation equipment.
- Oversees monitoring of the operation of the Bookstore and Food Services for the College.
- Complies with the California Occupational Safety and Health Act within assigned functional area.
- Provide administrative leadership, oversight, and direct involvement in assigned services and operations.

- Directs and evaluates assigned staff.
- Recommend and/or revise policies, procedures and programs relating to assigned services and operations.
- Direct and oversee operations and activities related to procurement, bidding, stock control, and inventory functions; assure cost effectiveness and quality of services and products.
- Responsible for preparation of applications for federal/state projects or programs related to the Business Services area.
- Direct and oversee operations and activities related to facilities and maintenance operations, including buildings, grounds, equipment and safety management and including but not limited to annual and long-term bond construction and facilities plans.
- Responsible for monitoring the construction of facilities.
- Responsible for the operation and maintenance of the college plant.
- Initiates and directs the management of capital improvement processes and projects.
- Chair and attend a variety of meetings and committees as assigned.
- Performs other duties and responsibilities as assigned by the Superintendent/President.

Knowledge of:

- Public business and financial administration theory, principles, and practices and their application to a wide variety of programs and procedures.
- Community college budget procedures, finance, accounting, payroll, facilities, buildings and grounds, maintenance, construction management, and equipment.
- Strategic and financial planning, investment management, budget preparation, and accounting principles and practices.
- Principles and practices of effective management, leadership, supervision, training, and performance evaluation.
- Pertinent local, State, and federal laws, codes, ordinances, regulations, policies and procedures.
- Community college organization, philosophy, objectives, operations, functions, and services.
- Principles and practices of program and project design, development, implementation, and administration.

Ability to:

- Effectively communicate and work well with members of an executive team.
- Direct the activities of and provide effective leadership to assigned services and operations.
- Demonstrate excellent oral and written communication skills.
- Present financial information clearly to diverse constituencies.
- Analyze and assess problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Establish strong interpersonal working relationships.
- Advocate for collegiality, staff cohesiveness, and core values of the institution.
- Supervise and evaluate the performance of assigned staff.
- Strong collaborative, conflict resolution and negotiation skills.
- Identify and respond to sensitive organizational issues, concerns, and needs.
- Effectively represent District policies and decisions to the general public, students, staff, outside organizations, and other government agencies.
- Exercise critical and independent judgment.
- Effectively coordinate multiple projects, activities and tasks.

How to Apply: All applicants must provide the following items in order to be considered for this recruitment. Complete applications received after the initial screening date will be reviewed by the selection committee only upon committee request. Applications will be accepted until the position is filled. The following documents must be on file with the Merced College Office of Human Resources by **August 15, 2017** to assure consideration.

1. Completed District application form (<http://www.mccd.edu/offices/hr/jobs/management.html>)
2. Letter of interest addressing your qualifications for the position
3. Resume
4. Five professional references, including the reference's title and current contact information
5. College transcripts (undergraduate and graduate). Official copies are not required unless applicant is hired.

All materials submitted in your application file become District property and will not be returned to you. Materials may be emailed or faxed in order to meet the deadline, but all documents must be clear and legible. Email to: tracie.green@mccd.edu, or Fax: 209-384-6103 or mail:

Tracie Green, Human Resources Director
Merced College, Office of Human Resources, 3600 M Street, Merced, CA 95348-2898

Individuals with disabilities may request any needed accommodation to participate in the application process. Please submit your request with your application to the Human Resources Office.

Interview Information: Those applicants deemed most qualified for the position will be invited to appear for oral interviews before a screening committee. The interview process may include a pre-interview writing assessment. Finalist interviews with district administrators will follow the same or next day. A limited number of candidates will be invited to interviews. Expenses for travel and accommodations will be the responsibility of the candidates.

Employee Benefits: The District pays (with small contribution from employee) health, prescription, vision and dental insurance premiums for the employee and dependents. Life and income protection insurance premiums are provided for the employee only, as well as paid vacation, sick leave, and holidays.

Condition of Employment: The selected candidate must be fingerprinted and tested for tuberculosis at his/her own expense prior to the start of employment. The Immigration Reform Act of 1986 requires verification of the right to work in the United States. Applicant must be able to perform essential functions of the position with or without reasonable accommodations. **All offers of employment are subject to approval by the Board of Trustees.**