

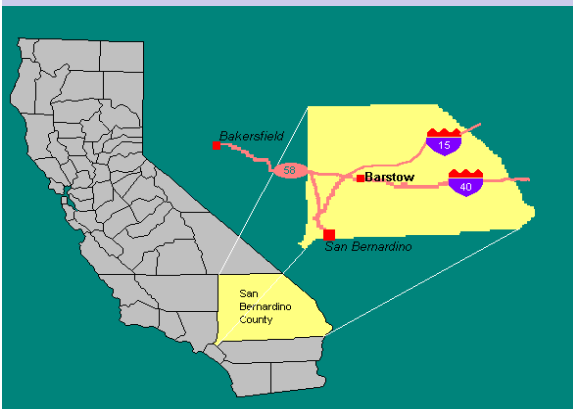


Barstow Community College

Enjoy excellent working conditions in an extraordinarily dynamic region. Small-town living with proximity to beaches, mountains, and desert. Enjoy conveniences of close-by cities like Las Vegas and Los Angeles while living in a small city of 23,000. Be on the cusp of innovation and join a college with more than \$35 M in campus improvements underway.

Barstow Community College is a fully accredited two-year California community college. The single-campus district is located in the Inland Empire area of San Bernardino County. The College was established in 1959 and moved to its permanent facilities in 1964.

Barstow Community College offers on campus and off campus classes enhanced with instructional television and on-line courses available in general education and technical areas.



EQUAL OPPORTUNITY

The Barstow Community College District is an equal opportunity employer. The District encourages applications from all qualified individuals without regard to age, ancestry, color, religious creed, disability, marital status, medical condition, national origin, race, religion, sex, sexual orientation, Vietnam-era veteran status.



Barstow Community College
2700 Barstow Road
Barstow, California 92311

Phone: 760-252-2411 Ext 7232
www.barstow.edu
<https://www.schooljobs.com/careers/barstowcc>

Barstow Community College District



Invites applications for the position of:

*Vice President,
Administrative Services*

*Open until filled
First paper screening:
May 31, 2019*

ASSIGNMENT

Provide administrative leadership in the planning, implementation, and evaluation of the District's financial and business activities along with facilities and maintenance and operations.

REPRESENTATIVE DUTIES

- Provide administrative direction for Business Services, Information Technology, Facility Services and other auxiliary services, enabling program managers and staff to carry out their respective roles in an effective manner; evaluate various programs, services, activities and staff to ensure that goals and objectives are being met with excellence.
- Oversee the formulation and monitoring of annual and projected budgets each year, consistent with District goals and applicable laws; chairs the Budget Planning Committee; advises the District President of fiscal implications of pending District actions.
- Monitor college revenue and investments; establish methods to evaluate the effective use of District funds; assist others with internal financial budget management concerns.
- Coordinate an annual audit of financial activities by an external audit organization; report results to the District President.
- Chair the District Facilities Master Planning Committee and the Institutional Strategic Plan Committee to consider and determine planning, staffing, and capital outlay needs of the District; articulate plans to others to provide direction.

See job description for a complete listing of duties and responsibilities.

MINIMUM QUALIFICATIONS

- Possess an earned Master's degree or equivalent in accounting, business administration or related field from an accredited institution.
- Minimum of three to five years of progressive full-time administrative experience in business functions in a community college or higher education system or in a business or agency.
- Formal education and/or training in business or organizational leadership.
- A combination of education and experience may be used to satisfy the minimum experience requirement

WORKING ENVIRONMENT

Environment: Office

Physical Abilities: Ability to sit/stand for extended periods; ability to read printed materials; ability to hear at

to understand speech at normal levels; ability to communicate so will be able to clearly understand a normal conversation; ability to lift/carry to pounds; ability to operate office equipment

Knowledge Of:

Organizational leadership, team building, management, staff development and communication techniques. Organization, policies, procedures, and funding of facilities construction and contracts. Related laws, regulations, policies, and procedures. California Community College finance and budget practices. School investment methods. Audit practices. Long and short range planning techniques. Collective bargaining / meet and confer techniques. Employee health benefit practices and issues. Risk management. Joint powers authorities. Principles and techniques of supervision and management. Community college operations.

Ability To:

Provide accountable leadership resulting in productive, efficient working relationships. Provide administrative direction and supervision to program managers and staff. Plan, develop, and administer Administrative Services programs, policies and procedures, and operational activities. Select, train, supervise, motivate, and evaluate program managers and other staff. Formulate and monitor annual and projected District budgets. Prudently monitor and invest District funds. Make effective decisions and take independent action. Research and analyze information. Make recommendations. Identify trends, foresee problems, and resolve conflict. Prepare and present written and/or oral reports. Visibly and positively represent the college to the public. Work cooperatively with others. Acknowledge and encourage staff excellence and professional development related to District goals. Practice an open communications style which involves people at all levels in the decision-making process. Work effectively in a demanding environment. Operate standard office machines including a microcomputer.

CONDITIONS OF EMPLOYMENT

A full-time, 12 - month, educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services programs of the

College and the District.

SALARY AND BENEFITS

\$120,000—\$170,222

Initial placement on the Management and Confidential salary schedule will be commensurate with education and experience. The District provides an excellent health and welfare package which includes medical, dental, vision, life insurance and income protection. Current employer contribution not to exceed \$17,600 per year. Enrollment in the State Public Employees Retirement System (PERS) is required.

APPLICATION PROCEDURES

Interested applicants must submit:

- Letter of Application to include, but not limited to, information on related knowledge and experience specified in the job description.
- Completed Online District Application
- Résumé/Curriculum Vitae
- Unofficial copy of transcripts from a regionally accredited institution of Higher Education verifying educational degrees (official transcripts required upon offer of employment).
- A list of at least 3 references with contact information.

Above materials are to be submitted online:

<https://www.schooljobs.com/careers/barstowcc>

You may contact Human Resources if you have any questions at (760) 252-2411 Ext. 7232

or Email jobs@barstow.edu.

All application materials will be evaluated by a qualified screening committee. Applications will be evaluated, taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities. A select group of candidates will be invited for an oral interview and teaching demonstration with the selection committee. Meeting the minimum qualifications does not assure the candidate an interview.

PLEASE NOTE: Incomplete applications will not be considered. Faxes will not be accepted. Resumes will not be accepted in lieu of a District application. Any application, resume or other materials submitted for employment at Barstow College will become the property of the District, and will not be returned to the applicant. The Barstow Community College District reserves the right to reopen, re-advertise or to delay the filling of any position.