

ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

POSITION: Assistant Superintendent/Vice President, Administrative Services

SALARY/BENEFITS: \$126,139.99 - \$146,283.67/annually based on a 7-step salary schedule

- \$1,800/annually for an earned doctoral degree

The District's fringe benefit package includes:

- Medical, dental and vision insurances
- Individual life insurance and income protection policies
- Eligibility for enrollment in State Teachers' Retirement System (STRS)

EXTENDED DEADLINE: Open Until Filled

For first consideration submit application no later than 11/1/2011

START DATE: January 1, 2012 or soon thereafter

GENERAL DESCRIPTION:

The Assistant Superintendent/Vice President, Administrative Services is an educational administrator reporting directly to the Superintendent/President of the district. Under direction of the Superintendent/President, the Assistant Superintendent/Vice President, Administrative Services is the Chief Fiscal Officer, responsible primarily for development, approval and control of the district budget (including \$139 million local construction bond). Responsibilities include planning and directing the business and administrative services functions of the district. The Assistant Superintendent/Vice President, Administrative Services is responsible for overseeing the operations of the college bookstore, campus security, purchasing, accounting, budgeting, Information Technology Services (ITS), facilities planning and development, facilities and maintenance, and auxiliary services including support of the district Foundation.

APPLICATION PROCEDURE

It is the responsibility of each applicant to have all the following documents on file in the Human Resources Office by 4:30 p.m. on the deadline date in order to continue in the application process for this position.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College administrative application form. Please do not state "See Résumé" on any part of the application. Blank spaces or illegible entries may be cause for rejection of the application. The District will not return materials submitted.

2. A letter of intent addressing your interest and qualifications for this position.

3. A personal résumé or curriculum vitae.

4. Transcripts* of all college work. (Unofficial transcripts or photocopies will be accepted to establish the application file). Official transcripts will be required if the candidate is offered the position.

*Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service.

Application forms are available on the AVC web site <http://apptrkr.com/210395> or from the Human Resources Office and must be returned to:

ANTELOPE VALLEY COLLEGE
Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Faxed or emailed materials cannot be accepted.

Unsolicited materials will not be included. Postmarks will not be accepted.

The screening committee will review ONLY complete application packets and the committee will determine applicant's eligibility for an interview. Candidates who are selected for an interview will be notified via telephone.