Vice President of College and Administrative Services - Columbia College

Position Summary Information

Under general administrative direction, plans organizes, directs and manages a wide variety of College support programs, including: college budget coordination, campus liaison with Central Services, auxiliary, safety/security, and business office, information technology and media services and the instructional materials center and mailroom; works in cooperation with the district facilities office regarding building and grounds maintenance including coordination of major College capital facility projects and performs other duties as assigned.

Receives general administrative direction from the College President.

Provides direct supervision to a wide variety of managerial, supervisory, technical as well as other administrative support staff, as assigned.

Any combination of education, experience and/or training that would likely provide the above required knowledge, skills and abilities is qualifying.

Typical background patterns that would provide the knowledge, skills and abilities are:

Education:

• Bachelor’s degree in business majoring in accounting, management, and/or finance or related field. Master’s degree preferred with an emphasis in fiscal management.
Experience
• Five (5) years of experience in a senior level administrative position in a higher educational, industrial, or public setting, which includes at least four years of experience in administrative services or directly related field including directing budgeting and accounting functions.

Knowledge of:
• Efficient administrative practices through and integrated approach to planning, budgeting, scheduling, and management.
• Knowledge of budget development practices and internal cost control procedures.
• Business theories, principles and practices.
• Fund accounting and risk management.
• Good practices in leadership, teamwork, and facilitation.
• Knowledge of community colleges and their place in higher education.
• Continuous improvement principles, system approach, and performance indicators.

Ability to:
• Show commitment to promoting and supporting educational excellence within a strong academic culture.
• Show commitment to providing creative and innovative leadership.
• Demonstrate efficient administrative practices through an integrated approach to planning, budgeting, scheduling and management.
• Strengthen intra-college, community, and district-wide relations.
• Support staff development, achieve hiring success, enhance evaluation, follow convictions, recognize and mitigate personnel issues, resolve conflicts and establish and maintain internal controls and audits.
• Foster diversity among faculty, staff and students; show sensitivity to working with populations of diverse ethnic and racial backgrounds and demonstrate commitment to same.
• Interpret and apply California Education Code, Title V (or equivalent) and applicable laws, regulations, policies and procedures.
• Establish internal and external consensus and bring together divergent groups, building teams and creating an environment that supports innovation and risk-taking.
• Analyze situations accurately and adopt an effective course of action, meet schedules and adopted timelines.
• Communicate effectively, both orally and in writing.
• Plan, organize, coordinate, review and evaluate the college’s budget development, and maintenance functions.
• Organize, coordinate and facilitate various facilities modifications projects (Measure E – construction and campus issues); provide direction and assistance as required to assure that all facility modification projects proceed steadily toward established goals and these activities do not conflict with or unnecessarily interrupt college programs and services.
• Advise college President and administration on college business issues and

desirable qualifications

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example of duties

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• Advise college President and administration on college business issues and
fiscal impact of policy options.
• Develop and implement appropriate timelines, processes, automated systems and applications, and reporting and records maintenance activities.
• Coordinate and oversee the College budget process for all college funding and programs.
• Provide financial analysis to assist administration in sound fiscal decisions and the efficient allocation of fiscal resources for college operations.
• Serve as the College liaison officer in matters related to financial affairs affecting the College and the District.
• Assure allocation of resources in accordance with State and Federal laws and established District policies.
• Plan, organize, coordinate, review and evaluated the college’s emergency preparedness activities.
• Develop and implement appropriate training and drills, purchase emergency supplies and materials; assure allocations of resources.
• Develop and maintain college administrative regulations with regard to college facility use, fiscal management and budget implementation.
• Prepare and administer annual budgets for assigned area; review and approve expenditures according to established District policies and procedures.
• Participate in preparation of State and Federal grant applications.
• Ensures appropriate campus/college fiscal and budgetary management, including supervision over collection and disbursement of funds. Purchasing processes, contract administration, equipment inventory, recordkeeping, grants and categorical program compliance and fiscal accountability, payroll, and budget control processes.
• In consultation with the College President, develops, monitors, and maintains the campus/college’s annual budget in accordance with District policies and procedures.
• Prepares periodic financial reports and projections and makes recommendations, as appropriate, to ensure compliance with campus/college financial goals and objectives.
• Supervises facilities maintenance, operation and use for all campus/college physical plan and property, including leased facilities.
• Develop, supervise and evaluate all programs, personnel, operations and activities within the Division to ensure compliance with District policies, Education Code and state and federal legislation.
• Prepare and submit information, data and reports as related to areas of supervision.
• Make appropriate recommendations for modifications, additions or deletions in policy and/or procedure through the appropriate reporting authority.
• Perform other related duties as assigned.

Licenses and Certificates
Possession of a valid California Motor Vehicle Operator’s License.
Desirable Professional Characteristics

Sensitivity to, knowledge of, and ability to appraise the diverse academic, cultural, ethnic and socioeconomic backgrounds of community college students, faculty and staff. Sensitivity to the needs, problems and challenges associated with the diversity of the community college student population.

- Mobility: ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- Dexterity: fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- Lifting: occasional lifting of papers, files, equipment and material weighing up to 50 pounds.
- Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person.
- Emotional/Psychological Factors: ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Applications are accepted online only at:
https://yosemite.peopleadmin.com/
Select Search Jobs, Select Job Title, Create an account and Apply to this job.

Application documents required:
1) YCCD application
2) Cover Letter
3) Resume
4) References: The names and business and home telephone numbers of eight references: two supervisors, two subordinates (including one classified or support staff), two faculty members, and two business or community leaders. Applicant from sectors other than higher education will submit comparable references.) References will not be contacted without the applicant’s permission. Candidates will be required to sign a release form to authorize reference checks. Employment history degrees obtained, and other certifications/accomplishments will also be verified.
4) Salary history.
5) Unofficial Transcript

The District may hire more than one applicant with this applicant pool. Applications will be reviewed by a screening committee which will select candidates to be interviewed. After interviews, a recommendation will be forwarded to the President, Chancellor, and Board of Trustees.

The screening committee will evaluate all applications. Those applicants selected for personal interview will be notified by letter or phone. In accordance with Board policy official offers of employment will be made only by the Chancellor or Vice Chancellor/Human Resources, YCCD. Final appointment is subject to confirmation by the Board of Trustees.

Federal law requires the District employ only US citizens and aliens.
authorized to work in the United States. Written verification of employment eligibility is required.
NOTE: A background investigation of new employees is required, including reference checks and a state criminal history report. Employment will not begin until the history check has been cleared by Human Resources. The cost for the criminal history report will be the responsibility of the successful candidate.

Posting Detail Information

**Open Date** 07/07/2016
**Close Date** 08/18/2016
**Open Until Filled** No

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Please describe one personal or professional experience which demonstrates your understanding of the cultural and ethnic diversity of community college students.
   (Open Ended Question)

2. * What techniques have you found particularly effective in strengthening staff diversity?
   (Open Ended Question)

3. * Are you a U.S. Citizen?
   - Yes
   - No

4. * If you are not a U.S. citizen do you possess the appropriate documentation/permits to work in the U.S.?
   - Yes
   - No
   - This question does not apply to me.

5. * To avoid conflict of interest, Yosemite Community College District, YCCD, permits employment of near relatives only under certain conditions. Are any of your near relatives; a child, parent, spouse or domestic partner, sibling, or in-laws or step relatives in the relationships listed, currently employed by YCCD, that includes Modesto Junior College, Columbia College or the District Office? Respond YES or NO. IF YES - it is required that you provide the name or names of the person or persons along with their position title in the space provided for response.
   (Open Ended Question)

Applicant Documents
Required Documents

1. Resume / Curriculum Vitae
2. Cover Letter
3. Unofficial Transcript
4. List of Professional References

Optional Documents

1. Other

Guest User
There is no guest user set up for this posting.

Ranking Criteria