

Vice President of Administrative Services
San Mateo County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=160503>

Downloaded On: Jul. 25, 2021 12:27pm

Posted Jun. 10, 2021, set to expire Sep. 25, 2021

Job Title	Vice President of Administrative Services
Department	Administrative Services
Institution	San Mateo County Community College District San Bruno, California
Date Posted	Jun. 10, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Administration - Executive Administration - Accounting & Finance
Apply Online Here	https://apptrkr.com/2300340
Apply By Email	
Job Description	

Vice President of Administrative Services

San Mateo County Community College District

Posting Number: 20141092S

Department: Administrative Services SKY (DEPT)

Location: Skyline College

Position Number: 2A0001



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Percentage of Full Time: 100%

FLSA: Exempt (does not accrue overtime)

Months per Year: 12

If other, please specify:

Salary Range:

Note:

Min Salary: \$172,752 (annual)

Max Salary: \$221,916 (annual)

Position Type: Administrative/Supervisory Positions

Who We Are:

The San Mateo County Community College District is committed to achieving educational equity for all students. As outlined in the Districts Strategic Plan, success, equity, and social justice for our students are longstanding goals. The Districts [\[url=https://smccd.edu/strategicplan/\]](https://smccd.edu/strategicplan/)Students First Strategic Plan is focused on Student Success, Equity and Social Justice. We provide students with a rich and dynamic learning experience that embraces differences emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

The College and the District:

Skyline College is part of the San Mateo County Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 16,000 students each academic year. Skyline College has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on [\[url=http://skylinecollege.edu/prie\]](http://skylinecollege.edu/prie) Skyline Colleges Office of Planning, Research and



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Institutional Effectiveness (PRIE) website.

Who We Want:

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

The Position:

The Vice President of Administrative Services is responsible to the President and serves as chief business and administrative officer of the college. The Vice President is responsible for the development of plans that sustain fiscal health and stability, ensure and promote compliant business practices, and implement and adhere to District policies, practices and procedures that effectively guide financial, business, human resources, and facilities operations of the college. This position assumes primary responsibility for planning, budgeting, staffing, services and operations for business and administrative services of college finance, human resources and facilities.

The Vice President of Administrative Services serves as chief financial administrator for the college and is responsible for the overall design, development, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive college business services program, including fiscal services, budget development and management, expenditure control, purchasing liaison and control, cashing functions, contract services and facilities rental. The Vice President provides oversight for operational functions, such as shipping and receiving, transportation services as well as campus emergency preparedness. In coordination with District central services, the Vice President shall also be responsible for college maintenance, operations, capital construction, and facilities modification, as well as safety and security.

In addition, the Vice President of Administrative Services will assume a primary role in interpreting and analyzing complex budget and financial information and data, including information from the State Chancellor's Office, the Governor's Office and Legislature, and will provide this information to the college community in a clear and informative manner. As a member of the President's Executive Council/Cabinet, the Vice President of Administrative Services is also responsible for conceptualizing,

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developing, recommending, and implementing the College's Strategic Plan as it relates to college administrative services functions. The Vice President of Administrative Services will fulfill the role of a senior college administrator by participating in long-range and comprehensive planning, and in providing expertise and counsel on ongoing management issues across all administrative units of the college.

Duties and Responsibilities:

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Develop, direct, coordinate and supervise the programs, personnel, operations, and activities of all college business services programs and ensure compliance with District policies, Education Code, Title 5, state and federal regulations, and accreditation standards
2. Coordinate the development and preparation of the colleges annual operating budgets and provide expenditure and purchasing control
3. Serve as a member of and provide leadership to the College Presidents senior administrative team in the areas of fiscal and operational issues, strategic planning, college and facilities safety issues, disaster/crisis action planning, accreditation, and other issues
4. Confer with college administrators and others regarding management issues involving administrative services of the college, including recommendations for new or revised policies and procedures; assure that all administrative services interface effectively and appropriately support the colleges educational programs and services
5. Serve as contract administrator for major college commercial contracts
6. As a proponent of participatory governance and in a spirit of transparency, prepare regular financial reports for the College President, College Budget Committees, and other appropriate constituent and governance groups
7. Serve as a member of the Districts budget leadership team and provide expertise in strategic planning, operational planning, and program review to facilitate attainment of institutional goals in accordance with its Educational Master Plan and the Districts Strategic Plan in coordination with the

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leadership of other District entities as appropriate

8. Coordinate with District Facilities Maintenance and Operations staff regarding the maintenance of college buildings and grounds, and custodial services

9. Coordinate with District Public Safety regarding campus safety and security issues, as well as emergency preparedness (SEMS) and training

10. Direct and supervise the college emergency and disaster preparedness plans and procedures

11. Develop and maintain communications with community agencies, including local police and fire departments having jurisdiction over the college campus, and other agencies providing emergency response services

12. Establish internal and external consensus and bring together divergent groups, building teams, and creating an environment that supports innovation and risk taking

13. Provide oversight for the use and identification of needs for college facilities, including the administration of the colleges facilities rental program

14. Organize, coordinate, and facilitate college-level construction planning for new facilities and facilities modifications, and coordinate with District staff and contractors during the construction and/or modification of college facilities

15. Assure all facility project modifications proceed toward established goals and these activities do not conflict with or unnecessarily interrupt college programs and services

16. Direct and supervise all cashiering services for the college and provide full bookkeeping services for the Associated Students

17. Lead or participate in District-wide or college committees, initiatives, teams or ad-hoc groups

18. Serve as college liaison to District and Campus Department of Public Safety, District and Campus Auxiliary Services, including bookstore and cafeteria

19. Analyze situations accurately and adopt effective courses of action, meet schedules, and adhere to multiple deadlines and timelines

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20. Perform other duties as assigned by the President

Minimum Qualifications:

A combination of education and related professional experience equivalent to a Masters degree from an accredited institution in accounting, business administration, public administration, or a closely related field or a licensed CPA

One year of formal training, internship, or leadership experience reasonably related to the administrators administrative assignment

Demonstrated ability to analyze and communicate the impacts of changes to district and state budget and policy issues on district finance and operations

Skills which demonstrate a leadership style that is responsive, accessible, creative, collaborative, productive, outcome oriented and committed to collegial relations

Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

Physical Requirements:

This classification requires sitting for extended periods of time, pushing, pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others; ability to operate a motor vehicle and drive to off campus locations in order to perform the essential functions.

Equivalence to Minimum Qualifications:

Knowledge, Skills and Abilities:

1. Knowledge of principles and practices of California school budgeting, fund accounting, auditing, and internal cost controls, particularly related to community colleges

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2. Knowledge of and/or experience with federal regulations, Title 5/Education Code, accreditation requirements, and risk management
3. Skill in analyzing data and information from diverse sources to create comprehensive financial plans, and provide budget management, and analysis
4. Knowledge of integrated planning and development of fiscal, human and facilities resources
5. Ability to use independent judgment in the interpretation and application of laws, regulations, policies, and procedures
6. Skill in providing creative and innovative leadership in all areas of administrative services
7. Ability to work collaboratively with campus and District-wide administrators, faculty, staff, and constituency groups
8. Knowledge of participatory governance, team building, and collaborative decision-making processes
9. Highly developed analytical and organizational skills, working with a team of employees to establish goals, motivate, evaluate and meet deadlines
10. Skill in respectful and sensitive communication with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity sexual orientation, ethnic backgrounds; sensitivity to the value in and issues related to, successfully serving a culturally diverse population of students, faculty, classified professionals and administrators
11. Skill in written as well as oral communication, including public speaking and making presentations
12. Ability to work in a fast-paced, multi-tasking environment

Preferred Qualifications:

Higher education administrative experience that has included directing the work of others, budget development and management, and all components of a comprehensive business and administrative services operation.

Benefits:

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Benefits include paid holidays, vacation and sick leave. The District pays all or a portion of monthly medical plan premiums (depending on the coverage) and pays all of the monthly dental and vision plan premiums for employees and eligible dependents. Additional paid benefits include life insurance, salary continuance insurance, and an Employee Assistance Program. Classified employees participate in the Public Employees Retirement System, a defined-benefit retirement plan through the State of California. Optional tax-deferred 403(b) and 457 retirement plans are also available.

Open Date: 06/09/2021

First Review Date: 07/09/2021

Close Date:

Open Until Filled: Yes

Special Instructions Summary:

Required Application Materials

All applicants are required to submit:

1. A completed online District application form (go to <https://jobs.smccd.edu> to complete the application and to apply for this position).
2. A resume that details all relevant education, training, and other work experience.
3. A cover letter of no more than 3 pages that addresses the applicants cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff as well as the applicants qualifications as they relate to the requirements, knowledge, skills, and abilities listed in this announcement.

Candidates for interview will be selected from among those who most closely meet the requirements and knowledge, skills and abilities. Meeting the minimum qualifications does not guarantee an interview. As part of the interview process, candidates may be asked to demonstrate job-related knowledge and skills.

For questions related to this posting, please contact:



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SMCCCD Office of Human Resources
3401 CSM Drive, San Mateo, CA 94402
Tel.: (650) 574-6555
Fax:(650) 574-6574
Web Page: www.smccd.edu/hr

Conditions of Employment:

Prior to employment, the selected candidate will be required to complete the following:

1. Submit official transcripts (applies to all faculty or educational administrative positions)
2. Submit verifications of prior employment
3. Satisfactory references
4. Successfully being cleared for employment through the background checking process

In addition to background checks, the District may review publicly available information about a candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

5. Present original documents for proof of eligibility to work in the United States
6. Approval of your employment by the SMCCCD Board of Trustees
7. Provide a certificate of Tuberculosis exam for initial employment.
8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime. However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job for which you may be applying.

EEO Statement:

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

Accommodations:



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Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation requests and a copy of the Americans with Disabilities Act applicant procedures can be made by completing our: [\[url=https://smccd-czqfp.formstack.com/forms/san_mateo_county_community_college_district_applicant_reasonable_accommodation\]](https://smccd-czqfp.formstack.com/forms/san_mateo_county_community_college_district_applicant_reasonable_accommodation)
Applicant Reasonable Accommodation Request Form

Annual Security Report:

San Mateo County Community College Districts (SMCCCD) 2020 Annual Security Report (ASR), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD; and on public property within, or immediately adjacent to and accessible from SMCCCD. Our 2020 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2020 Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. The 2020

[\[url=https://www.smccd.edu/publicsafety/2020%20SMCCCD%20Annual%20Security%20Report.pdf\]](https://www.smccd.edu/publicsafety/2020%20SMCCCD%20Annual%20Security%20Report.pdf)

Annual Security Report is now available. You can also obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (650) 738-7000.

To apply, visit: [\[url=https://apptrkr.com/2300340\]](https://apptrkr.com/2300340)<https://jobs.smccd.edu/>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Administrative Services

San Mateo County Community College District

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