

Vice President, Administrative Services  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237595>

Downloaded On: Jun. 29, 2024 9:19pm

Posted Jun. 13, 2024, set to expire Jun. 1, 2025

<b>Job Title</b>	Vice President, Administrative Services
<b>Department</b>	Administrative Services
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Jun. 13, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Vice-(President/Provost/Chancellor)
<b>Academic Field(s)</b>	Administration - Executive
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**Job Description**

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**Vice President, Administrative Services**

HR EMPLOYMENT/CAREERS

**Closing Date: 05/10/24\***

\*For full-consideration, all application packets must be received by 11:59 pm on the closing date.

**Salary Grade:**A2/A3 - N

**Full Salary Range:**\$181,150.95 - \$254,897.57 annually\*



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\*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range:** \$181,150.95 - \$199,718.91 annually). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay.

**The Foothill-De Anza Community College District is currently accepting applications for the management position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**POSITION PURPOSE:**

Reporting to the College President, the Vice President, Administrative Services is the chief fiscal officer for the campus and oversees the College's approximately \$100 million budget. Serves as the key liaison with the District on all matters of budget and finance including financial reporting, fiscal policies, regulation administration, audits and other services as assigned. Provides leadership and vision to the College for all phases of financial resource management in alignment with the College's mission, vision, and goals.

**NATURE and SCOPE:**

Supervises the Director of College Operations and the Director of College Fiscal Services, who have day-to-day oversight and responsibilities for budget, human resources, bond measure(s), facilities,

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facilities rental, custodial and grounds; and some enterprise programs.

**KEY DUTIES and RESPONSIBILITIES:**

Include but are not limited to the following duties and responsibilities:

1. Provide leadership and vision in the planning, direction, administration and evaluation of all De Anza College budget development, fiscal services, human resources, facilities, and related college programs and services in a culturally and ethnically diverse college community.
2. Provide management oversight for accounting, finance and administrative office functions, including review and documentation of procedures.
3. Represent the College with Federal, State, and Local government entities, legal counsel, the District Office, auditors and the Chancellor's Office of the California Community Colleges.
4. Develop plans to generate revenue to offset costs and generate net income.
5. Represent the College in all District budget and finance committees and decision-making processes.
6. Oversee the direction and supervision of College Operations including bond measure construction and procurement, facilities, facilities rental, custodial and grounds; and enterprise programs.
7. Provide oversight for campus employment search and selection committees, employee recognition/growth awards, personnel records, and all college financial transactions including grants and contracts.
8. Serve as advisor to the President on campus issues.
9. Provide problem solving, planning, and communication regarding college goals and policy changes.
10. Support, implement, and promote advancement of the college's Diversity and Equal Opportunity Plan in all aspects of employment and education and view Administrative Services as a vehicle for social justice.
11. Chair and serve on various College and District committees, including key budget committees.
12. Develop and promote opportunities for innovation, professional growth and staff development.
13. Promote development and use of improved or new technology in Fiscal Services and College Operations' business processes.
14. Oversee the enforcement of the District's commitment to safety by ensuring that all employees in the Division receive appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required.
15. Perform other duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge:**

1. In-depth knowledge of all applicable laws, regulations, guidelines, and contracts, such as California Education Code, Title 5 Regulations, OSHA Regulations, Federal and State Labor laws.
2. Strong knowledge of finance and accounting practices with emphasis on college resource management.
3. Accounting and cash handling procedures.
4. Enterprise operations.
5. Understanding of, or ability to become quickly familiar with, all instructional and non-instructional district and college procedures and policies, especially as they pertain to services and facilities development and utilization.
6. Knowledge of college operations policies and procedures, and state and federal mandates and laws affecting campus enterprise, facilities, and other comprehensive college services operations.
7. Principles of leadership and management of a diverse faculty, staff and student body.

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8. Principles of employment, supervision, and evaluation of administrators and support staff.
9. Quality principles of trust, teamwork and collaboration.
10. Principles and practices of educational organizations and structures.
11. College mission, values and strategic initiatives.
12. Concepts and goals of student learning.
13. Understanding and implementation of shared governance, teambuilding and collaborative decision-making process within and across division/department lines.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Interpersonal skills including the ability to effectively communicate both orally and in writing with the community, administrators, faculty, staff, students, and the Board of Trustees
3. Strong supervisory and management skills with a proven track record of being a respectful administrative leader and skilled manager.
4. Ability to communicate complex budget and financial proposals and presentations to a diverse audience.
5. Team leadership and decision-making skills.
6. Organizational, conceptual and analytical skills.

### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's degree, preferably in Business Administration or a related field.
3. Two (2) years of significant experience in managing a wide range of financial matters, budgeting for a complex organization and other experience that demonstrates the ability to function effectively as a senior administrator in a complex, innovative and diverse community college.

### **Preferred Qualifications:**

1. Three (3) to five (5) years progressively responsible financial leadership in the public sector with focused experience in developing fiscal strategies, budget preparation and administration, and capital development in complex public institutions, preferably in education.
2. Business and finance experience in a community college.
3. Additional administrative experience in one or more of the following areas: human resources, college enterprise programs, risk management, health and safety, facilities and construction, instructional programs or academic management.



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## WORKING CONDITIONS:

### Environment:

1. Typical office environment.

### Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

## APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.

## CONDITIONS OF EMPLOYMENT:

**Position:** Full-Time, Contract, 12-months per year

**Starting date:**



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As soon as possible upon completion of the search process.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1604?c=fhda>

### Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

**Contact**

Administrative Services

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