

Vice President of Administrative Services
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=243937>

Downloaded On: Sep. 1, 2024 12:18am

Posted Aug. 28, 2024, set to expire Sep. 25, 2024

Job Title	Vice President of Administrative Services
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Aug. 28, 2024
Application Deadline	09/25/2024
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Administration - Executive
Apply Online Here	https://apptrkr.com/5579422

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Job Description

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Vice President of Administrative Services

Salary: \$187,902.12 - \$231,095.91 Annually

Location: Fresno City College, CA

Job Type: Permanent

Division: FCC Administrative Services

Job Number: 2024063

Closing: 9/25/2024 11:59 PM Pacific

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General Purpose

Under general direction, plans, organizes, manages and integrates work of the business office, college budgeting and accounting, facilities maintenance and other administrative and operational support functions at an assigned college to achieve the college's strategic financial plan; manages and reviews short- and long-term fiscal planning for the college's divisions and departments; provides expert professional assistance to the college President and other college and District management in areas of assigned responsibility; manages assigned functional areas to ensure compliance with District policies and procedures and all state and federal regulations and requirements; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, directs, controls, integrates and evaluates the work of the college department; with managers and staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to development of and monitors performance against the annual department and college budget; manages and directs development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Directs and manages the performance of managers and staff; directs and oversees the selection of staff; establishes performance requirements and personal development targets for direct reports; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation; hears and acts on grievances; subject to concurrence by senior management and Human Resources, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Personnel Commission Rules, Board policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
- With other members of college and District Senior Management, participates in the development and implementation of strategic plans, goals and objectives; leads and directs department staff in the development and application of new methodologies, technologies and business process

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improvements to achieve higher efficiency, productivity and customer service in department work processes.

- Through subordinate managers, directs and oversees operations of the college business office, responsible for: disbursing and accounting for financial aid to students; collecting and accounting for student payments ranging from tuition to parking permits; and providing accounting services for student government, clubs and trust accounts.
- Directs and manages the preparation and administration of general fund and categorical budgets; serves on the college budget committee and advises the college president on the merit of resource requests for budget funding and funding allocations; reviews financial/budget forecasts and reports and monitors college expenditures for compliance, budget availability and reasonableness; approves contracts up to the established college approval limit and purchase requisitions up to \$10,000; works with college staff and other colleges and the District in developing proposals regarding financial management process improvements and addressing fiscal issues and challenges including recommending alternative funding sources and cost reduction strategies when necessary.
- Ensures policy and spending compliance for all college funds and programs in accordance with the California Education Code, Titles V and IX, other federal and state statutes and provisions of the State Budgeting and Accounting Manual.
- Oversees facilities management for the campus and center(s); works with District and college management to facilitate and coordinate the design, renovation, modifications and construction of facility infrastructure to support current and future needs of the college, in alignment with the Educational Master Plan and the Facilities Master Plan; conducts communication and interactive feedback with various constituencies impacted by facility construction to gain participation and support for the college's initiatives; oversees office/classroom space planning and relocation; approves and manages requests for use/rental of facilities for college events, as well as outside group events; acts as the college safety officer and chairs the campus environmental health/safety/facilities committee.
- Through subordinate manager, plans and directs the custodial cleaning of campus and center buildings and facilities, including minor maintenance and repair of furniture and fixtures; depending on assigned college, may manage and integrate various auxiliary operations and services, which may include food service, bookstore, printing/duplicating, marketing communications, warehousing and mail services.
- Works with District Human Resources and Personnel Commission on the full range of personnel management and employee relations programs, processes and issues as they pertain to staff on the assigned campus and centers; coordinates hiring of classified personnel with District Human Resources and Personnel Commission offices.
- Coordinates with District centralized operations/services for police and public safety, parking

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services, transportation, health and safety, building and equipment maintenance and grounds maintenance to ensure campus programs and priorities are achieved.

- Collaborates with District directors, other college vice presidents, managers and specialists on implementation and integration of District policies and procedures into college operations and on the resolution of unusual and complex business problems.
- Serves as a strategic advisor to a college president and acts for that individual in his/her absence.
- Participates in participatory governance processes and initiatives.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Stays abreast of new regulations, trends and changes in areas of assigned responsibilities; represents the college in meetings with outside organizations in business and industry to ensure sound working relationships.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices and procedures of general and governmental accounting, particularly involving financial statement preparation and methods of financial control, reporting and audit.
- Generally accepted accounting principles, Government Accounting Board standards and other standards and requirements applicable to community colleges.
- Principles and practices of public agency budget development and management and District policies for budgeting.
- Accounting principles, methods and practices, including methods of cash control, internal control accounting standards and financial reporting.
- Federal, state and District rules, regulations, policies and procedures governing the award of financial aid at a level of detail necessary to manage and oversee assigned financial aid responsibilities.
- Use and operation of applicable modules of the District's enterprise accounting and finance and

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- student accounting systems.
- Federal Privacy Act regulations regarding the release of private employee and student information.
 - District policies, procedures and practices governing purchasing, accounts payable processing, cash handling and receipting and related financial transactions.
 - General principles, practices and District policies and programs for environmental health and safety, risk management and all other centralized functions, operations and services provided by the District.
 - Modern methods of facilities management and utilization; best practices in facilities operations and maintenance.
 - Federal, state and local laws, rules, codes and regulations applicable to the range of functions for which the classification is accountable.
 - District human resources and Personnel Commission policies, rules and processes for recruitment and employment, benefits, employee relations and performance evaluation.
 - Principles and practices of sound business communication.
 - Research methods and analysis techniques.
 - Principles and practices of effective management and supervision.
 - Principles and practices of strategic planning.
 - Basic principles and practices of organizational improvement and culture change.
 - Safety policies and safe work practices applicable to the work being performed.
 - Personnel Commission Rules, Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

- Plan, organize, manage, assign, delegate, review and evaluate the work of assigned staff and the college business or administrative services office.
- Analyze financial and budget data and prepare accounting statements, budgets, reports, summary conclusions and recommendations in accordance with generally accepted accounting principles, District policies and legal requirements.
- Read, interpret, explain and apply pertinent laws, codes, rules, regulations, policies and accounting principles, including District and Board of Trustees policies.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Work collaboratively with college and District directors and managers and the community and provide expert advice and counsel to develop solutions to complex issues.
- Organize, set priorities and exercise expert, independent judgment within areas of responsibility.

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- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Develop and implement appropriate procedures and controls.
- Prepare clear, concise and comprehensive financial statements, budgets, correspondence, reports, studies and other written materials.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Represent the college effectively in dealings with the District, other colleges, public agencies and outside auditors.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business administration or a related field, and at least seven years of progressively responsible finance and accounting experience, including budgeting analysis/control or business management for a large governmental or educational organization, at least two of which were in a supervisory or management capacity; or an equivalent combination of training and experience. Experience in a California community college district is preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and

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lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks; and interact with all levels of District managers and staff and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in a typical office environment where the noise level is quiet. The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree(s) or transcripts (must include when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload

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your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a written prompt assessment (25% weight) and an oral interview + performance assessment (75% weight). Passing score is 75% out of 100% on each assessment section.

TESTING TENTATIVELY SCHEDULED AS FOLLOWS:

ORAL INTERVIEW ASSESSMENT: OCTOBER 08 & OCTOBER 09, 2024
WRITTEN PROMPT ASSESSMENT: OCTOBER 08 & OCTOBER 09, 2024

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Fresno City College Open-Competitive List. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies at **Fresno CityCollege** for at least six (6) months.

Candidates who rank in the top three ranks, including ties, will be invited as finalists to participate in an on-campus, open forum, with interviews tentatively scheduled for the week of **November 04, 2024**.

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to



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join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4636908/vice-president-of-administrative-services>

Contact Information

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

Contact

N/A

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