

Vice President, College Administrative Services  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244534>

Downloaded On: Dec. 11, 2024 4:35am

Posted Sep. 9, 2024, set to expire Jan. 28, 2025

**Job Title** Vice President, College Administrative Services

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Sep. 9, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Vice-(President/Provost/Chancellor)

**Academic Field(s)** Administration - Other

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4650787/vice-president-college-administrative-services>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

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- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

*Specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.*

### SUMMARY DESCRIPTION

Under the direction of the College President and in cooperation with District leadership, to provide visionary leadership for developing an administrative services organization, including, but

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not limited to, Fiscal Services (including budget, accounting and contracts), Facilities, College Police, Maintenance & Operations, Grounds, Contracted Services, Technology Services, Construction/Renovations, Food Service and Bookstore operations, Grant Management, Student Payments Office and Veterans Office, which maintains fiscal and operational integrity and shall be the established administrative support services authority on campus.

To provide leadership for College and District planning; ensure timely and accurate submission of College financial reports, including the adopted budget; provide fiscal oversight of the College Foundation; provide leadership in the planning, development, continuous evaluation and improvement of assigned programs and services; recommend the hiring of, train and evaluate staff; and serve as a member of the College's Executive Staff.

To view financial framework of the entire District and plan, organize, coordinate, direct and control the College's administrative support programs, operations, activities and staff, ensuring that programs are operating within the appropriate fiscal parameters and remain in compliance with District, local, State and/or federal requirements.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services; and promote a culture of inclusiveness, valuing differing views and cultural differences.

To maintain effective working relationships with faculty, staff and students, as well as on a District-wide basis with the other community college and District services; and advocate for the community college using a collaborative, collegial leadership style that also supports the College's and District's strategic plan and achievement of College and District-wide goals and objectives.

To build trust among all constituencies in assigned college and District through a commitment to transparency, participatory governance, collaboration, collegiality, and cooperation.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the College President, technical work direction from the Vice Chancellor of Business Services and interacts in a collaboratively effective manner on a regular

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basis with District staff as needed.

Exercises functional and technical supervision over assigned staff and other management, as assigned; train all subordinate managers and ensure they understand finance, budget and accountability.

### **REPRESENTATIVE DUTIES**

*The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Work within the structure of the entire District, and understand the college's role within the larger scope to ensure the District's best interest.

Provide vision and leadership in evaluating Administrative Services programs, service levels and impact on College operations and student success; and identify opportunities for improvement and implement actions to strengthen services to students and the campus community.

Serve as the chief advisor to the College President on strategic matters related to budget development, finance administration, facilities services, property management, safety, purchasing, construction and renovations, grounds and general maintenance, information systems and other administrative concerns.

Develop the annual estimates of income and expenditures for various College programs; make recommendations to the College President regarding total estimated expenditures to assure compliance with projected income for the same period.

Assist with the College planning process to link with the annual budget.

Work in collaboration with the College President, Vice President for Instruction, the Vice President for Student Services, and other executive staff to integrate instruction, support services and operational services for student success.

Communicate, collaborate, and foster effective interactions with other District or college fiscal services personnel, administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to

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coordinate programs and activities, as appropriate.

Serve as a member of the College President's executive team to help achieve the goals and objectives of the College and to make recommendations to the College President regarding plans, policies and procedures of College operations and budget.

Provide institutional leadership in the promotion of collegial consultation process through active participation in College and District-wide committees.

Plan, coordinate and direct the development of the annual College restricted and unrestricted budgets, including local income, grants, contracts and categorical funds.

Provide oversight of Foundation, Enterprise, and Auxiliary fiscal operations.

Serve as a resource to District negotiation teams.

Oversee grant applications and submittals which are consistent with the College mission, and overall grant management operations and adherence to reporting deadlines to ensure grant compliance and grant integrity.

Train, guide, supervise and evaluate the performance of assigned personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work, interview, select and recommend hiring of employees; recommend transfers, reassignment, termination and disciplinary actions; motivate and develop staff and resolve conflicts.

Plan, develop, organize, coordinate, direct and evaluate the fiscal programs, services, operations and activities of assigned college involving facilities, grounds, bookstore, food services, safety, environmental efficiencies, Foundation, technology, police, student financial services, student veteran's services and other operations as identified for college-wide budget and accounting.

Forecast short-range and long-range college revenues and expenditures; prepare multi-year financial projections and financial analysis for the College President, Board of Trustees or District management.

Perform accounting and budgeting work according to Title 5, Section 59011 of the California Code of Regulations for submission to the District Fiscal department including, but not limited to,

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the annual Audit or other external reviews as needed; ensure the timely and accurate maintenance of budget for the College and may include its ancillary organizations such as Associated Student Government (ASG) and Foundation; prepare journal entries for college for submittal and approval to District accounting department.

Compile and analyze data related to area of assignment; develop organizational structures and work processes that facilitate attainment of established program goals and objectives.

Coordinate college fiscal affairs with District departments and personnel; work cooperatively with District offices and personnel on behalf of the College to develop, implement and maintain appropriate criteria, methods and procedures to optimize efficient and effective delivery of services related to assigned functions; monitor and evaluate operations and activities and take corrective actions as necessary.

Provide technical expertise, information and guidance to the College President regarding assigned functions; assist in the formulation and development of policies, procedures and programs; develop and administer goals, objectives, policies and priorities for areas of assignment.

Prepare, administer, and monitor annual budgets for area of assignment; prepare recommendations, plans and justification for integration into College plans and budget allocation; chair committees as assigned; authorize expenditures according to District policies and applicable regulations, as appropriate.

Provide technical expertise and guidance regarding areas of responsibility; research and resolve problems; ensure compliance with established procedures and improve operational functions.

Provide assistance to college management and staff in the development, preparation, maintenance and reporting of fiscal records, including accounting and budget records.

Provide college-wide leadership for budget and planning; work collaboratively to develop the strategic plan and budget integration; develop college facility, technology, police, contracted services, equipment and staffing plans; provide leadership in District/college planning by serving on the Educational and Facilities Master Plan committee; and provide leadership for the accreditation process.

Represent the College on State committees and task forces and on District and College

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committees; chair assigned college committees; serve on other committees, task forces and other work groups; provide technical expertise concerning the operations of the College.

Assist in District compliance with Government Accounting Standards.

Ensure the timely and accurate preparation and submittal of a variety of statistical and narrative reports, proposals, recommendations and other materials, as needed or requested, including budget reports.

Prepare, administer and monitor annual budgets for area of assignment; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations.

Maintain current knowledge of changes, concepts, methods, requirements, regulations and policies for assigned programs, including computer programs and software enhancements.

Make oral presentations and conduct workshops to provide specialized information regarding the fiscal services of the College; assure the dissemination of information related to new or revised automated systems, requirements or regulations affecting fiscal operations/services.

Participate on College, District, and State-wide committees or councils as assigned.

Perform other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

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A Bachelor's degree or higher from an accredited college or university with major course work in finance, accounting, business or closely related field. Master's degree preferred. Degree in Finance or Accounting preferred.

**Experience:**

Five years of increasingly responsible leadership experience in the development, organization, and management of administrative support services including, but not limited to, fiscal services for a large public educational organization, including at least four years in a supervisory capacity. Executive or senior level college administrative experience preferred.

Commitment to equity and diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how these factors relate to the need for equity-minded practices within an educational environment.

**LICENSES, CERTIFICATES, AND/OR OTHER REQUIREMENTS:**

Valid license as a Certified Public Accountant (CPA) is preferred, but not required. Must possess a valid unrestricted California Driver's License; the use of a personal vehicle for local travel in performance of job duties will be required on an occasional basis.

**KNOWLEDGE OF:**

Applicable District policies and local, State and federal laws, codes and regulations.

Computer systems and software applications related to area of assignment, including capabilities and limitations.

District and College organization, operations and objectives.

Interpersonal skills including tact, patience and diplomacy.

Effective oral and written communication skills.

Methods and techniques used in financial research and revenue forecasting.

Modern office practices, procedures, methods, and equipment.

Modern principles, practices, methods and techniques of directing administrative support functions.

Modern principles, practices, methods and techniques of finance administration involving accounting and budget development and administration.

Organizational and management practices as applied to analysis and evaluation of assigned fiscal programs, policies and operational needs.



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Principles and practices of mathematics, statistics and financial analysis.  
Principles and practices of training, supervision and performance evaluation.

**ABILITY TO:**

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Assist in developing policies and procedures for areas of assignment.  
Collect, compile and analyze data.  
Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.  
Coordinate the development and administration of a community college budget.  
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.  
Establish and maintain cooperative and effective working relationships with those contacted in the course of work.  
Evaluate the financial stability of the College and prepare statistical and financial statements, reports and analyses.  
Forecast current and future revenues and expenditures affecting the College's financial condition.  
Interpret and analyze financial and budget data and draw logical conclusions.  
Interpret, apply and explain applicable District policies and procedures and local, State and federal laws and regulations.  
Learn the College and District organization, operations and policies.  
Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.  
Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine.  
Plan and organize work.  
Plan, develop, organize, coordinate, direct, monitor, control and evaluate assigned functions and services.  
Prepare and administer budgets for assigned program areas.  
Prepare comprehensive financial summaries, statements, reports, analyses, oral and written reports and recommendations in a concise manner readily understood by those not familiar with higher education administration and finance.  
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.  
Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.  
Understand and effectively and collaboratively work in a complicated multi-college, diverse

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learning and working environment, as well as within a system of community college districts.  
View financial framework of the entire District.  
Work effectively with others to determine and achieve college goals.  
Work independently with minimum administrative direction.  
Work within the structure of the entire District, and understand the college's role within the larger scope to ensure the District's best interest.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

#### **Work Environment:**

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to contact with administrators and other personnel, frequent interruptions, noise from talking or office equipment and demanding legal timelines.

At least minimal environmental controls to assure health and comfort.

#### **Physical Demands:**

Incumbents regularly sit for long periods of time, walk short distances on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

## **Supplemental Information**

**District Management Team Salary Schedule - Range 25**



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**Initial Screen Date: October 21, 2024.**

**Required Documents: Resume and Cover Letter.**

**Applications missing the required document will not be considered.**

Work Schedule: **Monday - Friday (8:00 AM – 5:00 PM)** - Schedule and shift are subject to change in accordance with the department's needs.

**Hours Per Week: 40**

**Months: 12**

**Special COVID-19 Notice:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.



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The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).



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**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**



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**Contact Information**

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

**Contact**

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