

Assistant Superintendent/Vice President, Finance &  
Administrative Services  
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=245946>

Downloaded On: Sep. 27, 2024 3:20pm

Posted Sep. 27, 2024, set to expire Oct. 23, 2024

<b>Job Title</b>	Assistant Superintendent/Vice President, Finance & Administrative Services
<b>Department</b>	President's Office
<b>Institution</b>	Cabrillo College Aptos, California
<b>Date Posted</b>	Sep. 27, 2024
<b>Application Deadline</b>	10/23/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Vice-(President/Provost/Chancellor)
<b>Academic Field(s)</b>	Administration - Accounting & Finance
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5673974">https://apptrkr.com/5673974</a>

**Apply By Email**

**Job Description**

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**Assistant Superintendent/Vice President, Finance & Administrative Services**

**Cabrillo College**

**Salary:** See Position Description

**Job Type:** Full-time (100%)

**Job Number:** 2024-01827

**Closing:** 10/23/2024 11:59 PM Pacific

**Location:**



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Aptos, CA

**Department:** President's Office

### Employment Opportunity

Cabrillo College is seeking an **Assistant Superintendent/Vice President, Finance & Administrative Services** who under policy direction from the President, serves on the President's Cabinet and plans, organizes, directs and integrates operations of the Finance and Administration division, responsible for District budgeting, finance and accounting, information technology, purchasing and contracts, facilities planning and plant operations, risk management and environmental health and safety; provides expert professional assistance to the President and other District executives and managers 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.

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is a Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

### COMPENSATION AND BENEFITS:

#### Salary:

Full-time administrative/management assignment (223-day work year), 12 months per year, Monday through Friday 8:00 a.m. - 5:00 p.m., with evenings and/or weekends as needed. Current eight-step schedule ranges from \$165,429 to \$232,776 per year. Salary placement is determined by documented education and experience. A doctoral stipend of \$4,775 per year is provided to eligible employees. Position scheduled to begin as soon as possible, pending Governing Board ratification. **Cabrillo is unable to sponsor work visas.**

#### Benefits:

Cabrillo College currently provides a generous benefit stipend for employees plus dependents that employees apply towards benefit selections for medical, dental, vision (optional) life, and short-term/long-term disability insurance provided at a share of cost on a pretax basis, PERS Retirement and an employee assistance program (EAP). Depending on health plan selections, in many cases full-time employee net out-of-pocket for benefit premiums may be as low as \$0.

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Classified administrators are required to join the Public Employee's Retirement System (PERS) and as such must contribute 8% of their monthly salary to PERS on a pre-tax basis. *Please see the [Benefits link](#) on the HR webpage for more information.*

**Work-Life Balance:**

This opportunity is a full-time assignment, 12 months per year. Cabrillo administrators enjoy a **223-day work schedule**, which equates to an average of 18 self-selected non-work days, 19 set holidays, 3 individual responsibility days off annually, 12 days of sick leave accrue annually, 7 days of which can be used as Personal Necessity.

**Cabrillo's Commitment to Diversity:**

The ideal candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2007, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Cabrillo College has a tradition of collegial governance, and employees at all levels possess a long history of participatory governance in all levels of decision-making at the college. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.

Employees at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual *educational goals*. ***Come join us in our vision to improve the world, one student at a time!***

**Examples of Duties**

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 directors and managers responsible for highly varied functions including financial, budgetary and physical management of District facilities and technology resources; with directors and other managers and staff,

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develops, implements and monitors work plans for the division to achieve goals and objectives; contributes to development of and monitors performance against annual division and department budgets and budget plans for categorical and grant funding under the division's oversight; 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 division directors, managers and staff; directs and oversees the selection of direct reports and other managers and staff; establishes performance requirements and professional development targets for direct reports; regularly monitors performance and provides coaching for performance improvement and development including performance evaluations; accurate reporting of absence time; 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 Board Policies, Administrative Procedures, 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.
- Provides support to direct reports and other managers and/or administrators regarding disciplinary actions and grievances; approves related decisions.
- With other members of the President's Cabinet and District Senior Management, plays a leadership role in the development and implementation of District strategic plans, goals and objectives including Guided Pathways; leads and directs division and department staff in the development and application of new methodologies, technologies and business process improvements to achieve higher efficiency, productivity and customer service in District and division work processes.
- Serves as a strategic advisor to the President and recommends strategies and changes to ensure the District's financial stability and good financial health; advises the President and Board of Trustees on the financial and organizational impacts of labor agreements and other matters potentially entailing financial risk to the District; acts for the President in his/her absence as designated.
- Works collaboratively with District directors, deans and administrators in developing information technology governance processes and formulation of the District's Technology and Facilities Master Plans.
- Through subordinate director, directs and oversees operations of the Finance Department including long-term financial forecasting, planning and reporting, accounting, budgeting, categorical and grant fund reporting and compliance, payroll and other fiscal operations to ensure

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fiscal accountability and sound financial management of the District's resources; oversees the development and makes presentations of the District's preliminary and final budgets and budget augmentations to the President and Board of Trustees; ensures sound linkages between budget provisions and other financial arrangements and elements of the District's strategic plan and long-term goals; with the Director, develops and recommends adoption of new and revised finance, budget and accounting policies and procedures to ensure effective fiscal operations and sound internal controls; oversees the internal audit function.

- Through subordinate director, directs and oversees operations of the Information Technology department including enterprise applications and related software, physical and virtual infrastructure and onsite and remote delivery of customer-centered technology assistance and support; directs and oversees the District's Information Technology Governance processes intended to advise the President and Cabinet on direction, strategy, policies, standards and priorities for enterprise-level technology solutions and systems; ensures that technology security risk assessments are performed and that security policies, standards and procedures are developed and implemented to prevent the unauthorized use, disclosure, modification, loss or destruction of District student and other data.
- Through subordinate director, directs and oversees operations of the Facilities Planning & Plant Operations Department, including facilities/equipment/grounds maintenance and repair, capital improvement planning and bond construction programs; works collaboratively with other divisions and departments to identify safety and security requirements and develop appropriate programs and activities for their resolution; oversees activities of the Citizen's Oversight Committee on bond expenditures and ensures compliance with all legal and disclosure requirements and bond covenants.
- Through subordinate director, directs and oversees District contracting, construction bidding, fixed-asset management, mailroom and warehouse operations; oversees and monitors processes for bidding and contracting for professional services, major construction projects, joint financing agreements, cooperation agreements, asset sales, leases and purchases and other specialized services and arrangements; ensures sound project management/contract management processes are in place to enable execution/completion within budget and schedule requirements; reviews and advises department managers on complex scope-of-work documents and resolves contract-related issues; within limits of authority, approves or may negotiate changes to scope of work within applicable legal requirements; oversees the District's risk management program; oversees the provision of vendor-provided business services such as bookstore, food vending and print services.
- Oversees a variety of District-wide programs focused on environmental health and safety including occupational health/safety, industrial safety, chemical hygiene and hazardous materials storage and disposal; ensures compliance with all required safety inspections and reporting

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mandates in accordance with federal, state and local laws, regulations and applicable policies and procedures.

- Promotes District-wide fraud prevention awareness initiatives; investigates all fraud-related tips, complaints and concerns reported and develops recommended solutions to prevent or mitigate against future instances.
- Makes presentations to the Board of Trustees, Cabinet and other District groups.
- Serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
- Collaborates with other District vice presidents, directors, 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.
- Participates in participatory governance committees, processes and initiatives.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

## **OTHER DUTIES**

- Serves as the Operations Chief on the emergency incident command team and oversees emergency response and disaster recovery training; oversees District responses to emergency incidents.
- Ensures actuarial studies of post-employment benefit liabilities are completed as required and develops plans and recommendations to address funding requirements.
- Stays abreast of new regulations, trends and changes in areas of assigned responsibilities; represents the District in meetings with the State Chancellor's Office and outside organizations in business and industry to ensure sound working relationships.
- Performs related duties as assigned.

## **Minimum Qualifications**

### **EDUCATION AND EXPERIENCE**

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

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty

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and staff, **AND**

- Graduation from an accredited four year college or university with a master's degree in finance, accounting, economics, business or public administration or a closely related field, **AND**
- At least five (5) years of progressively responsible management or supervisory experience in financial management, preferably in an educational institution or public sector organization of equivalent size and scope to the District; **OR**
- An equivalent combination of training and experience.

**Desirables:**

- A doctorate in finance, business or a related field
- Current California Public Accountancy (CPA) license

**[\\*Equivalency Application Form and Process link](#)**

***Why would I complete the Equivalency Form when I am already completing an application and have a relevant degree?*** To determine whether your current education, or exact discipline, and/or experience is "equivalent," you must submit an Equivalency Form to initiate a review by the Equivalency Committee at Cabrillo College and so that your application can move forward and be considered by the search committee.

**Please note the Equivalency Committee will consider only those applicants who formally request equivalency consideration** by submitting the Completed Equivalency Form with their application by the closing date stated in the job announcement. Be sure to attach detailed evidence such as unofficial transcripts and/or other certifications that support the equivalency.

***Still working on completing your degree?*** Applicants currently working on the required degree(s) for the position are encouraged to apply with the understanding that they must complete the Equivalency Form and attach supporting documentation with their application.

For additional information, please review our [Applicant FAQ's here](#).

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Principles, practices and procedures of general and governmental accounting, particularly involving financial statement preparation and methods of cash control, internal control, reporting

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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 budgeting policies and procedures.
- Principles and practices of information technology management and accepted concepts and methods for calculating Return on Investment (ROI) for technology projects, at a level necessary to manage and oversee assigned information technology responsibilities.
- Trends, directional developments and best practices in information technology as they apply to formulating technology solutions to meet enterprise objectives, particularly in educational environments.
- Principles, practices and procedures used in public agency procurement, contracting and contract administration.
- General principles and practices applicable to program and project planning/management and capital construction and facilities operations/maintenance for a community college.
- 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
- Federal, state and District rules, regulations, policies and procedures applicable to the oversight and management of assigned functional responsibilities.
- District policies, procedures and practices governing purchasing, accounts payable processing, cash handling and receipting and related financial transactions.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance and advancement.
- Principles and practices of internal consulting, group facilitation and conflict resolution.
- Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
- General principles, practices and techniques of customer service, public relations and community outreach.
- 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, equity and culture change.
- Safety policies and safe work practices applicable to the work being performed.
- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.



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**Skills and Abilities to:**

- Plan and direct activities of the District's diverse and comprehensive finance, budget, facilities, purchasing/contracting and related business and administration programs and services.
- Understand, interpret, explain and apply District and Board of Trustees policies, state and federal laws, codes, regulations, policies and court decisions governing assigned areas of responsibility.
- Define complex and strategic issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Analyze financial and budget data and prepare accounting statements, budgets, reports, summary conclusions and recommendations in accordance with generally accepted accounting principles, sound financial planning practices and District policies and legal requirements.
- Establish sound metrics and oversight controls to monitor and ensure effective management of highly diverse functions and programs having significant financial and visibility impacts on District operations and reputation.
- Work collaboratively with District executives 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.
- 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 correspondence, reports, studies and other written materials.
- Communicate effectively, both orally and in writing.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with labor unions, community and professional organizations, educational institution consortia, consultants and vendors.
- 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.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

- A valid California driver's license or ability to access and use alternative transportation.

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## Additional Information

## APPLICATION PROCESS

### Required for submission:

1. Complete application & answer supplemental questions; providing detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial transcripts from all colleges attended showing degree(s) conferred (copies, photos, and downloads are acceptable). Foreign transcripts must be evaluated for U.S. equivalency and any costs are at the applicant's expense - [click here](#) for more information

**Please note:** All application materials must be received by 11:59 pm on the closing date indicated above.

### Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee; *additional documents will not be reviewed by the committee.* Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.**

**Questions? Concerns?** Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

### Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

### Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). As part of the onboarding process, you are expected to submit official college transcripts within 30 days of hire.

### EEO Statement



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Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

**Accommodations**

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at [cabrillohr@cabrillo.edu](mailto:cabrillohr@cabrillo.edu).

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4514949/assistant-superintendent-vice-president-finance-administrative-services>

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**Contact Information**

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

**Contact**

President's Office  
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