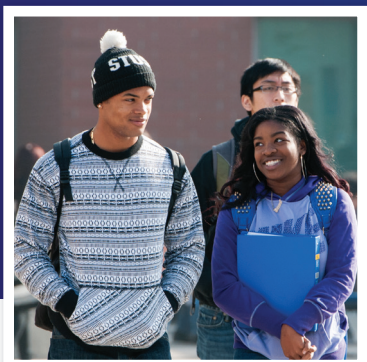




El Camino College

El Camino College invites applications for

Vice President, Administrative Services



THE POSITION

We are seeking an innovative, proactive, dedicated and visionary leader who can shape the future of El Camino Community College District administrative services.

The El Camino Community College District Vice President of Administrative Services/Assistant Superintendent is a senior leadership position, responsible for planning, directing and evaluating the operational activities of the District. The Vice President works in collaboration with faculty, administrators and staff to anticipate and successfully meet the needs of the college and the diversity of students/communities it serves. The Vice President serves as an adviser and internal consultant to the college and its constituents in all aspects of financial services, business services, facilities (including maintenance and operations), information systems, campus police services, bookstore and food services.

The ideal candidate is a proven administrative services leader with a vision for the advancement of student success within a large, complex educational institution. The successful candidate must be an accomplished professional with demonstrated leadership skills and commitment to excellence in administrative services, reflective of the District's mission, values and goals.




99
**DEGREE
PROGRAMS
OFFERED**


83
**CERTIFICATE
PROGRAMS
OFFERED**


2,463
**DEGREES AWARDED
IN 2015-16**

MORE THAN

900
**FULL- & PART-TIME
FACULTY**

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

ABOUT EL CAMINO COLLEGE

El Camino College is situated on a beautiful and spacious 126-acre campus near Torrance, California. Located in Los Angeles County, just minutes from South Bay beaches, El Camino College is surrounded by high-tech industries including aerospace, logistics, multimedia and service corporations.

El Camino College is a vibrant learning community that has served the cities of El Segundo, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lennox, Manhattan Beach, Redondo Beach, and Torrance since 1947.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester. Students have access to excellent academic offerings, career and technical education programs, exceptional student services, new and technologically advanced classrooms, as well as tutoring and mentoring programs.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC and UC Berkeley. El Camino College is regularly among the top three community colleges in Southern California for students admitted to UCLA via the Transfer Alliance Program. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campuswide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.



The next Vice President of Administrative Services/Assistant Superintendent will demonstrate:

ORGANIZATIONAL LEADERSHIP

- Provide vision and leadership in evaluating administrative services programs, service levels and impact on District operations and student success.
- Serve as the chief advisor to the Superintendent/President on strategic matters related to budget development, finance administration, facilities services, property management, safety, purchasing, information systems and other administrative concerns.
- Direct the administration of various District budgets; coordinate the development of the District's annual budget for expenditures with other Vice Presidents; execute budgetary documents as authorized by the Board; and assure the District maintains a balanced budget within authorized spending programs.
- Direct the business services operations of the District including finance, budgeting and purchasing; provide for proper internal controls and management of District funds.
- Oversee the administration of contracts with outside vendors, the bidding and procurement procedures for goods and services, and execute contract documents as authorized by the Board.
- Direct facilities services; make recommendations and approve plans and specifications for construction and remodeling projects; work with appropriate State agencies to assure approval of various construction and remodeling projects; complete annual and long-term construction and facilities plans.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions to the Superintendent; approve goals and performance objectives for Administrative Services Department personnel.
- Oversee the operations of Auxiliary Services.
- Direct the operations of the Campus Police; assure compliance with applicable State laws and regulations; participate on related committees.

COLLABORATION

- Provide leadership as an adviser and internal consultant to the College and its constituents in all aspects of administrative services and programs.
- Lead collaboration with campus administration in planning, directing and evaluating the administrative activities of the District.
- Supervise the District's budget development activities.

INNOVATION

- Advocate and support for the use of innovative ways to strengthen services to students and the campus community.
- Provide for proper management of the District's investment program; assure funds not needed for current operations are invested in accordance with County, State and Federal requirements.
- Provide for proper management and control of the District's insurance program; analyze, review and purchase insurance to assure the District, Board and employees are adequately protected and covered for contingencies associated with operation of a community college.
- Recommend agenda items for Board approval; attend regular meetings and closed sessions as requested; prepare Administrative Services board agenda and supporting materials for Superintendent/President; recommend new policies or amendments to existing policy to the Superintendent/President; provide information and data as requested.

DIVERSITY

- Support current and new programs and services to address needs of students.
- Commitment to empowerment, equity and diversity among all students and employees.
- Direction in providing opportunities to achieve high standards of student success.

COMPLIANCE

- Develop annual estimates of income and expenditures for various District programs; make recommendations to the Superintendent/President regarding total estimated expenditures to assure compliance with projected income for the same period.
- Participate in grievances, disciplinary meetings, legal matters and other employment activities. Serve as a resource to District negotiation teams.
- Coordinate and supervise legal matters of the District; make recommendations to the Superintendent/President regarding employment of outside legal consultants; represent the District with legal counsel in various legal actions for and against the District.
- Oversee the District's internal and external auditing program; recommend the employment of external auditors; assure program complies with related regulations.

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Planning, organization and direction of the Administrative Services Department.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, education codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Generally accepted accounting principles.

ABILITY TO:

- Provide overall leadership in planning, directing and evaluating the administrative activities of the District.
- Supervise the administration of various District budgets.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Sensitive to and understanding of diverse academic, socio-economic, cultural, linguistic, ethnic backgrounds and disabilities of community college students and staff.

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS:

- Possess a master's degree from an accredited college or university in business administration or related field.
- Five years of increasingly responsible experience at the senior management level in the administration of administrative services with emphasis in finance and budget or the equivalent.

WORKING CONDITIONS

- Office work environment.
- Attendance at multiple meetings.
- Extended periods of sitting.

COMPENSATION AND BENEFITS

SALARY RANGE: \$161,018 - \$211,838

- The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.
- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.



CONDITIONS OF EMPLOYMENT

Full-time, 12-month administrative position. Excellent fringe benefits, including eight 32-hour work weeks during the summer. Employment is dependent upon satisfactory employment verification, fingerprint check, and tuberculosis examination. Selected candidate must provide identification and work authorization.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: https://elcamino.igreentree.com/CSS_Classified/CSSPage_Welcome.asp
2. Cover letter describing how applicant meets the qualifications.
3. Resumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

Closing Date: July 17, 2017 at 3:00 p.m.

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR CONFIDENTIAL INQUIRIES, CONTACT:

Community College Search Services

Mr. John Romo

805-698-7987

romojb@gmail.com

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College

Human Resources Department

Martha Lopez

310-660-3593, Ext. 5809

melopez@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

PLEASE NOTE:

El Camino College will be closed on Fridays June 23-August 11 and also on July 4, 2017.

The El Camino Community College District is committed to providing equal opportunity in which no person is subjected to discrimination on the basis of national origin, religion, age, sex (including sexual harassment), race, color, gender, physical or mental disability, or retaliation.

