



El Camino College

Vice President, Administrative Services/ Assistant Superintendent



THE POSITION

Under the direction of the Superintendent/President, provide overall leadership in planning, directing and evaluating the operational activities of the District including, but not limited to all aspects of financial services; business services; facilities including maintenance and operations; information systems; campus police services; bookstore and food services.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

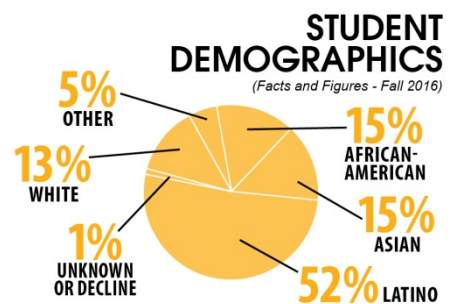
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities.

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 Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. 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 campus-wide. 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.

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, equity and success in collaboration with our diverse communities.



Vice President, Administrative Services/ Assistant Superintendent

Division: Administrative Services

Posting Closing Date: August 26, 2021

Req: C2122-002

Location: El Camino College

Position Type: Classified Administrator

REPRESENTATIVE DUTIES

- Provide vision and leadership in evaluating Administrative Services programs, service levels and impact on District operations and student success. Identify opportunities for improvement and implement actions to strengthen services to students and the campus community.
- 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.
- Develop the 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.
- Assist with the District planning process to link with the annual budget.
- 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.
- Participate in grievances, disciplinary meetings, legal matters and other employment activities. Serve as a resource to District negotiation teams.
- 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.
- 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.
- Provide for proper management of the District's investment program; assure funds not needed for current operation 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.
- 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.
- Oversee the District's internal and external auditing program; recommend the employment of external auditors; assure program complies with related regulations.
- 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.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE

Master's degree from an accredited college or university in business administration or related field and five (5) years of increasingly responsible experience at the senior management level in the administration of administrative services divisions with emphasis in finance and budget **or** the equivalent.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

- 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.

Abilities/Skills:

- 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 time lines.
- 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, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students and staff.

LICENSES OR OTHER REQUIREMENTS

- Valid California driver's license.

WORKING CONDITIONS ENVIRONMENT

- Office environment.
- Attend multiple meetings.
- Extended periods of sitting.

PHYSICAL ABILITIES

- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.

COMPENSATION AND BENEFITS

SALARY: \$167,962.00 Annually

- 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.

Health, Life, Dental and Vision Insurance

- 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.

Sick Leave and Disability

- 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 fifty percent.

Retirement

- 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. Upon termination, STRS or PERS retirement contributions may be withdrawn in full, plus accumulated interest. Various benefit options are available for employees upon retirement.

CONDITIONS OF EMPLOYMENT

Full-time, 12-month administrative position. Excellent fringe benefits including eight 32-hour work weeks during the summer. Working hours will vary; may work some evenings or weekends. Candidates selected for employment must agree to be fingerprinted, submit Certificate of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé 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>.

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date:

https://elcamino.formstack.com/forms/reasonable_accommodation_request_form

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: Thursday, August 26, 2021 by 3:00 p.m. PST

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

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 FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

**El Camino College
Human Resources Department**

Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.