

# VICE PRESIDENT, ADMINISTRATIVE SERVICES (Interim)

## TERM OF SERVICE

Start date August 6, 2018 or as practical. Interim position is expected to end June 30, 2019. Successful completion of a pre-placement physical will be required for the recommended candidate.

## BENEFITS

The Grossmont-Cuyamaca Community College District provides an excellent comprehensive benefits program including medical, vision, dental, life, income protection insurance, and membership in the California Public Employee

Candidates invited for interview who must travel distances greater than 250 miles (one-way) outside San Diego County may be reimbursed for a portion of their travel or airfare expenses. Details will be provided as interviews are arranged.

Note: Under Federal law, employers are required to verify that all new employees are eligible for employment in the United States. Prior to appointment to a position, you must present acceptable proof of your identity and authorization to work in the United States.



## APPLICATION PROCEDURES

Applicants must email the following documents to Alyssa Brown in Human Resources at GCCCD at [alyssa.brown@gcccd.edu](mailto:alyssa.brown@gcccd.edu)

1. A letter of interest (limit 1500 words) addressing the applicant's leadership qualities and relevant experience.
2. A current resumé summarizing educational and occupational background, experiences, and achievements.

Verification of academic credentials will be required from the selected candidate prior to assuming this interim position.

The President will begin reviewing application materials after the position closes on June 28, 2018. Interviews for selected candidates will be held between July 12 and July 19, 2018.



## VISION

Changing Lives Through Education

## GROSSMONT COLLEGE'S MISSION STATEMENT

Grossmont College is committed to providing an exceptional learning environment that enables diverse individuals to pursue their hopes, dreams, and full potential, and to developing enlightened leaders and thoughtful citizens for local and global communities.

Our mission is fulfilled by providing the people of East San Diego County with:

- Transfer degrees and certificates programs
- Career technical education and workforce development
- Basic skills
- Student support services that promote student access and achievement
- Community education



## Grossmont-Cuyamaca Community College District

### Governing Broad Members:

Elena Adams, Greg Barr, Bill Garrett, Edwin Hiel, Debbie Justeson

**Student Members:** Kyrie Macogay, Brandon Vivero

**Chancellor:** Cindy L. Miles, Ph.D.

**Cuyamaca College President:** Julianna Barnes, Ed.D.

**Grossmont College President:** Nabil Abu-Ghazaleh, Ed.D.

An Equal Opportunity / Title IX Employer  
6/2018

GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE  
DISTRICT

G R O S S M O N T  
C O L L E G E





## THE POSITION

Reporting to the President of Grossmont College, the interim Vice President of Administrative Services serves as chief business officer of the college for all campus business services, including budget development and control, and the preparation and maintenance of required records and reports; and performs other duties as assigned. In concert with department managers and/or supervisors, coordinates the college fiscal/administrative operations and facilities. Serves as campus liaison to district business operations and fiscal services division.

## DUTIES AND RESPONSIBILITIES

- Advises president on college business issues and fiscal impact of policy options. Provides financial analysis, long-range financial projections and long-term planning to assist administration in making sound fiscal decisions. Recommends fiscal procedures for efficient allocation of resources for all college operations.
- Responsible for timely and accurate preparation, submission and administration of the budget. Coordinates the college budget process including the distribution of materials and information regarding budget preparation for all college funding and programs. Oversees, administers and coordinates all expenditures within the finances of the college.
- Provides reports and analysis to the president and college constituencies regarding status of college budget and business practices as needed. Analyzes and interprets financial condition regularly, recommending corrective action to resolve fiscal issues.
- Plans, organizes and coordinates the accounting for College Special Revenue funds: (e.g. College Bookstore, Child Care Center, etc.) and all college trust funds.
- Directs, supervises and evaluates the work of department directors/manager/supervisors and staff.
- Oversees and collaborates with department managers and supervisors to ensure proper administration, operations and business practices of college fiscal/administrative services and facilities.
- Recommends policies and procedures; monitors programs and services in assigned area which lead to increased sensitivity to and understanding



- of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.
- Acts as college liaison and provides contract administration for contracts affecting the college such as food services and the bookstore.
  - Meets with various college and district shared governance committees offering advice relating to business services, fiscal management issues and campus operations.
  - In concert with department managers and/or supervisors, controls and directs classification of all college expenditures; monitors all purchases and contracts for compliance with funding requirements and state and federal laws governing the use of public funds.
  - Directs, monitors and implements transfers of funds between budget accounts for the college.
  - Develops and reviews fiscal aspects of all new and existing programs, e.g., grant-funded programs, etc.
  - Ensures college compliance with all applicable statutes, regulations, internal accounting, purchasing, payroll and fiscal reporting policies and procedures.
  - Assists with the filing of grant and funding applications for the state and federal government; assists with submission of claims for reimbursement and general reporting as necessary.
  - Attends governing board meetings and makes appropriate presentations as necessary.
  - Maintains effective communication and serves as the liaison with district administration.
  - Serves as acting president when required in the absence of the college president.
  - Performs other duties as assigned by the president.

## EDUCATION AND EXPERIENCE

Master's degree or equivalent in business administration, accounting or related field from an accredited institution and increasingly responsible budget, administrative analysis or management experience, including experience in a lead administrative management capacity.

## SPECIAL SKILLS OR REQUIREMENTS

- Ability to prevent and resolve conflicts and problems; plan, measure and evaluate programs, services and activities; supervise staff; analyze and apply laws, rules and regulations, and build consensus.
- Works effectively with the president/district, other administrators, faculty, staff, other educational institutions; and community groups and individual



- citizens.
- Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.
  - In-depth knowledge of the Education Code, Title 5 and other administrative regulations and the ability to apply these regulations.
  - Knowledge of technical aspects of field of specialty.
  - Ability to successfully delegate, ensure adherence to college and district policies, practices and procedures, hold others responsible yet instill confidence among the faculty and staff.
  - Ability to exercise leadership to advance the

college's mission.

- Ability to participate in the college planning process while participating in the achievement of the goals and priorities of the district as a whole.
- Ability to work cooperatively and responsively with all segments of the college, district and community at large.
- Ability to participate in the process, development and achievement of the college vision, and communicate that to faculty and staff.
- Ability to exercise academic leadership to advance the college's mission.
- Commitment to the community college concept, including the open-door philosophy and a diverse curriculum for a heterogeneous student population.
- Knowledge of community resources that integrate with college services.
- Commitment to a comprehensive, student-oriented environment that facilitates learning and student development.
- Dedication to keeping students informed while seeking their opinions and providing a range of student services.
- Dedication to the improvement of the educational process.
- Ability to facilitate communication and understanding of perspectives among faculty, staff, students and the community, within the framework of a multi-college district.
- Ability to read, interpret, apply and explain complex laws, regulations, requirements, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Sensitivity to all facets of the community, including the needs of various groups that comprise it.

## ADDITIONAL INFORMATION

Salary Schedule Grade

M-12 Step A \$126,024 through Step E \$147,432