



# CLASSIFIED JOB OPPORTUNITY

## STATE CENTER COMMUNITY COLLEGE DISTRICT

### PERSONNEL COMMISSION

1525 E. Weldon Avenue, Fresno, California 93704-6398  
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Fresno City College • Reedley College • Madera Center • Willow International Center • Oakhurst Center  
Career and Technology Center • The Training Institute

### VICE PRESIDENT OF ADMINISTRATIVE SERVICES

The district-wide eligibility list will be used to fill full-time positions in this classification for at least one year.  
The current vacancy is at Fresno City College.

**Definition:** Under direction of the College President, manages the campus finances and business functions, auxiliary services, and communication services.

**Compensation:** Salary and benefits are competitive with similar positions in California community colleges. The successful candidate should be available for employment as soon as possible and no later than April 1, 2011.

**Examples of Duties:** **Reporting to the College President, responsibilities include but are not limited to:**

- Developing and directing the college budget and accounting program to ensure accurate completion of receipt recording and expenditure of funds for college accounts.
- Managing operations in the business office and other assigned departments.
- Approving and monitoring campus purchase requisitions and capital outlays.
- Acting as the college safety officer.
- Coordinating with District centralized services, police, parking services, college transportation activities, environmental health and safety, maintenance, grounds, and facilities to ensure campus priorities and needs are met.
- Coordinating construction projects.
- Supervising the inventory of college equipment.
- Managing assigned college and/or District auxiliary services and campus operations which may include printing services, copy department, the campus receptionist, mail services, facilities utilization services, and other areas as assigned.
- Coordinating the hiring of classified personnel with the District Human Resources and Personnel Commission offices.

**Required Employment Standards:**

**Education:**

- Bachelor's degree in Business or related area; Master's degree preferred.

**Experience:**

- Increasingly responsible experience in budgetary analysis and control, accounting or business management for a large business, governmental or educational organization.

**Knowledge:**

- Knowledge of management and accounting systems.
- Knowledge of data processing procedures.
- Knowledge of program budgeting.
- Knowledge of management techniques.
- Knowledge of building maintenance and operations.
- Knowledge of facilities utilization.
- Knowledge of safety and security practices.
- Knowledge of auxiliary services.

State Center Community College District is an Equal Opportunity Employer. It is the policy of State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion or similar factors as defined by law. We are a Title V employer.

## **Skills:**

- Skill to learn applicable education and administrative code sections as well as California Schools Accounting Systems Manual.
- Skill to develop a campus wide budget.
- Skill to recommend classified personnel procedures and purchasing procedures.
- Skill to supervise large number of employees.
- Skill to analyze and maintain accounting and budget systems.
- Skill to manage, supervise, coordinate complex and diverse departments.

## **Abilities:**

- Ability to assign, monitor and evaluate the work of others.
- Ability to receive and follow instructions.
- Ability to appropriately interact with students, staff, faculty and public.
- Ability to and learn and apply college and district policies and procedures.
- Ability to demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

## **Examples of physical ability requirements necessary to perform the above job duties:**

- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)

## **Examples of mental ability requirements necessary to perform the above job duties:**

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
- Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
- Generate or use different sets of rules for combining or grouping things in different ways. (Category Flexibility)
- Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)
- Quickly make sense of, combine, and organize information into meaningful patterns. (Speed of Closure)
- Concentrate on a task over a period of time without being distracted. (Selective Attention)
- Shift back and forth between two or more activities or sources of information; multi-task to work on different projects simultaneously. (Time sharing)
- Remember information such as words, numbers, pictures, and procedures. (Memorization)

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- Clearly communicate information and ideas through spoken words so others will understand. (Oral Expression)
- Identify and understand the speech of another person. (Speech Recognition)
- Recognize when something is wrong or is likely to go wrong. (Problem Sensitivity)
- Combine pieces of information to form general rules or conclusions such as finding a relationship among seemingly unrelated events. (Inductive Reasoning)
- Apply general rule, a premise, which is known to be true to specific problems to produce answers that make sense. (Deductive Reasoning)
- Read and understand information and ideas presented in writing. (Written Comprehension)
- Communicate information and ideas in writing so others will understand. (Written Expression)

**Working  
Conditions  
Which May  
Occur:**

- Work inside protected from the weather.
- Work under pressure of constant deadlines with frequent interruptions.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Work with sensitive and confidential information.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- Schedule changes may occur based on business needs.
- May be required to travel to locations other than assigned site.

**Selection  
Process:**

Interested candidates will be prompted during the online application to upload the following required documents:

- Current resume
- Letter of Application addressing the minimum qualifications and the candidate's knowledge and expertise in those areas; as well as sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students
- Copies of transcripts
- List of six professional references:
  - Two current or former subordinates
  - Two current or former colleagues
  - Two others of the candidate's choice

**To move forward in the selection process, you must complete an online application through our web site at <https://sccd.peopleadmin.com> As part of the online application, you will be required to upload (attach) a copy of all required documents or your application will be rejected.**

**Filing  
Deadline:**

**Friday, January 27, 2012.**

Posted: 11/30/11

Pay Range: Management 66