



College of the Siskiyous

College of the Siskiyous invites applications for the position of

VICE PRESIDENT, ADMINISTRATIVE SERVICES

THE POSITION

Under the direction of the Superintendent/President, the Vice President of Administrative Services is responsible for providing services to the campus community through the management of all functions associated with budget, accounting, fiscal management, facilities management, food services, information services and the District enterprise operations.

MINIMUM QUALIFICATIONS

1. Master's Degree from an accredited institution of higher education
2. **OR** the equivalent
AND
2. Evidence of increasingly responsible accounting, finance, or business-related experience.
3. Demonstrated leadership and managerial skills which include expertise in managing a diverse group of people.
4. Skilled in the use of computer software for databases, spreadsheets and other business processes.
5. Demonstrated ability to communicate effectively orally and in writing.
6. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

DESIRED QUALIFICATIONS

- Knowledge of California Community College financial legislation.
- Knowledge of uses and issues in information technology.
- Demonstrated ability to manage effectively the administrative and budget policies of a college district.
- Demonstrated ability to prepare policy reports.
- Demonstrated ability to plan and manage large projects.
- Ability to establish a service-oriented unit while adhering to strict ethical business practices.

DUTIES AND RESPONSIBILITIES

KEY RESPONSIBILITIES

- Formulate, interpret, and administer policies that will assure sound fiscal operations of the District.
- Serve as the District's chief financial officer, responsible for the receipt of all income and payment of obligations and for the establishment and maintenance for effective internal control procedures.
- Coordinate and review the preparation of monthly financial statements; provide reports to District officials as requested, including cash flow information, financial statements and summary account information.

- Prepare accurate fiscal reports as required by Federal, State and local agencies.
- Supervise the Director of Fiscal Services who oversees the business and payroll functions, including payroll calculation, purchasing, registration and fees collection, travel, personal services contracts, rents and leases, journal and other accounting functions.
- Supervise the operations of the Student Bookstore and Food Services.
- Develop, in conjunction with the Superintendent/President and other staff, a long-range plan for the District.
- Oversee and support the maintenance operations of the District, including buildings, equipment, and grounds.
- Coordinate the development of the five-year Construction Master Plan and maintenance of the Space Inventory Report.
- Coordinate the development of a fiscally sound District Budget.
- Develop guidelines, procedures, and forms related to the budgetary process.
- Be responsible for insurance and risk management for property and liability coverage.
- Research, recommend and administer plans for capital outlay expenditures.
- Work with administrators and staff to support the use of information technology at the College of the Siskiyous.
- Set priorities for making programming changes after consultation with instruction, student services, and administrative services.
- Oversee and support the Technology Services team to maintain the high level of technical services to the campus community.
- Perform other duties assigned by the Superintendent/President.





College of the Siskiyous

THE COLLEGE AND COMMUNITY

Established in 1957, College of the Siskiyous serves over 3,000 students each semester.

Work where the air is crisp and the water is clean. Experience fishing, hiking, skiing, camping, swimming and hunting within a minutes drive. The communities of Siskiyou County feature festivals, carnivals, concerts, art galleries and live theatre. Visit an assortment of quaint shops and restaurants. Enjoy low cost of living while being located an hour from cities such as Ashland or Medford, Oregon and Redding, California.

Siskiyou County is large in area but has a population of just 45,000. The main campus is located in the historic lumber town of Weed, California at the base of 14,162 foot snow-capped Mt. Shasta. A campus center is located in the City of Yreka. The main campus, accessible from Interstate 5 and Highway 97, is 60 miles south of the Oregon border. Both locations feature state-of-the-art facilities in a caring atmosphere.

College of the Siskiyous comprehensive curriculum and student services are designed to meet the needs of a diverse student body and include transfer, career and technical education, basic skills, and continuing education offerings.

SALARY AND BENEFITS

- The salary, fringe benefit package, length of contract, and other terms and conditions of employment will be similar to comparable districts in California.
- **Medical/Prescription:** Selection of six medical plan offerings from Blue Shield. Prescription coverage is provided by CVS/Caremark. Medical plan options range from a 90/10 plan with a \$100 deductible, to a high deductible plan with a \$1,300 deductible with 80% coinsurance after the deductible is met.
- **Dental:** Provided through Delta Dental with up to \$2,000 annual maximum and a \$50 deductible for non-preventative services.
- **Vision:** Provided by Vision Services Providers and provides for an annual exam with a \$10 co-pay, and lenses and frames or contact lenses up to specified limit.
- **District Contributions:** There is a four -tier cap for employee benefits: \$9,117 for employee only, \$13,509 for employee + children, \$14,757 for employee + spouse, and \$21,573 for employee + family. Some plans require a monthly employee cost share.
- The District also contributes to CalPERS (Public Employee's Retirement System) or STRS (State Teacher's Retirement System) on behalf of the employee.

APPLICATION PROCEDURE

Applications will be accepted until the position is filled. The first review deadline is **April 24, 2017 at 1:00pm PST**. For an applicant to be considered, the Human Resources Office must receive all required documents. It is the applicant's responsibility to ensure that all requested materials are received. Materials submitted in addition to those listed below will not be considered in the screening process. All documents included in the application file become property of the College and will not be returned. Only completed application packets will be forwarded to the search committee. All inquiries and applications will be held in the strictest confidence.

To be considered a candidate for this position, the applicant must submit the following materials:

- COS Application Cover Sheet*
- A letter of application summarizing how the minimum and desired qualifications are met
- Resume
- Transcripts of college work (Copies are acceptable for application. The successful candidate must provide original transcripts upon hiring. Foreign transcripts must include a U.S. evaluation and translation, at the time of application.)
- A list of four professional references, which include the reference's title and current contact information

*Employment forms are available at www.siskiyous.edu/jobs

Materials can be submitted by email, mail, fax or be hand delivered:

Human Resources Office
College of the Siskiyous
800 College Avenue
Weed, CA 96094

Phone: (530) 938-5317 or Fax: (530) 938-5380

HR@siskiyous.edu

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States.

Applicants requiring reasonable accommodations in completing the application or interview process must notify the Human Resources Office in advance.

College of the Siskiyous is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

College of the Siskiyous is accredited by the Accrediting commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

TYPE: MANAGEMENT VACANCY

FIRST REVIEW: APRIL 24, 2017 @ 1:00pm PST

LOCATION: WEED CAMPUS JOB NUMBER: 2016-17-26

SALARY: CONTRACT