



ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations

POSITION: Assistant Superintendent/Vice President, Administrative Services

SALARY/BENEFITS: \$126,139.99 - \$146,283.67/annually based on a 7-step salary schedule

- \$1,800/annually for an earned doctoral degree

The District's fringe benefit package includes:

- Medical, dental and vision insurances
- Individual life insurance and income protection policies
- Eligibility for enrollment in State Teachers' Retirement System (STRS)

DEADLINE: Open Until Filled
For first consideration submit application no later than 02/22/12

START DATE: June 1, 2012 or soon thereafter

GENERAL DESCRIPTION:

The Assistant Superintendent/Vice President, Administrative Services is an educational administrator reporting directly to the Superintendent/President of the district. Under direction of the Superintendent/President, the Assistant Superintendent/Vice President, Administrative Services is the Chief Fiscal Officer, responsible primarily for development, approval and control of the district budget (including \$139 million local construction bond). Responsibilities include planning and directing the business and administrative services functions of the district. The Assistant Superintendent/Vice President, Administrative Services is responsible for overseeing the operations of the college bookstore, campus security, purchasing, accounting, budgeting, Information Technology Services (ITS), facilities planning and development, facilities and maintenance, and auxiliary services including support of the district Foundation.

DUTIES:

- Provide supervision to business services, maintenance & operations, campus police & security, bookstore, and cafeteria.
- Be responsible for the fiscal integrity of the district and proper expenditures of all district funds.
- Coordinate and supervise the preparation of the district's annual operating budget.
- Formulate business policies for Board presentation.
- Oversee all business office functions including accounting, purchasing, warehousing, accounts receivable and payable, mailroom/duplication, and cashiers office.
- Oversee all ITS operation functions including the oversight of the staffing, website management, computer hardware and software.
- Oversee all district operations functions including grounds, custodial, maintenance, transportation, energy management, and facilities usage.
- Oversee the payment of all obligations and receipt of income.
- Maintain accurate and current accounts for all district funds including general, special, reserve, building, student body, bookstore, food services and accounts not otherwise assigned.
- Provide monthly financial reports to the President and the Board of Trustees.
- Maintain a perpetual inventory of all district property.
- Oversee purchase of all equipment, supplies and property of the district.
- Oversee the operation, maintenance, repair, and upkeep of all district buildings, property, and equipment.
- Oversee the safe storage and appropriate warehousing of district supplies and equipment.
- Oversee the district's facilities planning, construction projects and deferred maintenance programs.

DUTIES (continued):

- Serve on the district's negotiating team and provides leadership in the collective bargaining process, particularly as it pertains to financial analyses and communication of district income, expenses, and long-term financial requirements.
- Participate in both short-term and long-range planning for the district.
- Perform other duties as assigned by the Superintendent/President.

KNOWLEDGE & ABILITIES:

- Knowledge of relevant administrative and business methods, practices, principles, procedures, laws and terminology; generally accepted accounting principles.
- Governmental accounting standards; the *California Community College's Budget and Accounting Manual*.
- Ability to exercise judgment and initiative; work independently; work under the pressure of recurrent deadlines within an environment of frequent interruptions.
- Work effectively with faculty, administrators, staff, and representatives from outside organizations.
- Communicate effectively, both orally and in writing.
- Use of computer applications in the management of business affairs.

EDUCATION AND EXPERIENCE:

- Master's degree in accounting, finance, business, business administration, public administration, or a related area from a college or university accredited by the U.S. Department of Education.
- A minimum of three years of progressively responsible experience in the area of accounting, business administration or a related field, including at least three years of experience in an administrative or supervisory position is required. Administrative or supervisory experience should include responsibility for areas such as accounting, purchasing, budgeting process and implementation, auxiliary business operations, human resources and/or facilities management.
- Sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

DESIRABLE QUALIFICATIONS:

- Experience in or knowledge of community college business operations is desirable.

APPLICATION PROCEDURE

It is the responsibility of each applicant to have **all** the following documents on file in the Human Resources Office by 4:30 p.m. on the deadline date in order to continue in the application process for this position.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College [Administrative Application Form](#).
Please do not state "See Résumé" on any part of the application. Blank spaces or illegible entries may be cause for rejection of the application. The District will not return materials submitted.
2. A letter of intent addressing your interest and qualifications for this position.
3. A personal résumé or curriculum vitae.
4. **Transcripts:** If college-level coursework or a degree is required in the job announcement under "Education and Experience":
 - Submit transcripts of all college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
 - No copies of degree/diplomas will be accepted as proof of college education.
 - Official documents will be required if the candidate is offered the position.

* Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:


ANTELOPE VALLEY COLLEGE
Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted.

The screening committee will review ONLY complete application packets and the committee will determine applicant's eligibility for an interview. Candidates who are selected for an interview will be notified via telephone.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

The Antelope Valley Community College District offers an extensive benefits package that includes full-family medical, dental and vision plans, employee life insurance and income protection policies, and eligibility to enroll in the State Teachers' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.