

## **Vice Chancellor, Administrative Services**

### **North Orange County Community College District**

**Position Number:** 2015237P

**Location:** District Services

**Department:** District Fiscal Affairs

**Percentage of Employment:** 100%

**Months of Employment:** 12 Months Per Year

#### **Work Schedule:**

#### **Job Description:**

The position calls for an individual with a record of proven leadership skills combined with a passionate commitment to a 21st century comprehensive community college mission and the ability to plan resource allocation to meet these goals during a period of dynamic change. The ideal candidate is an innovative and proven leader who provides strong institutional stewardship, champions District excellence and success, and further strengthens NOCCCD's commitment to student-centered experiences, through fiscal stability and District operations support. The next Vice Chancellor is someone who advocates for diversity, equity, inclusion, accessibility, and anti-racism (DEIAA ) to support a culturally responsive environment.

#### **DUTIES AND RESPONSIBILITIES**

Under the direction of the Chancellor, the Vice Chancellor will lead, plan, manage and evaluate the District's business systems and processes, including budget development and control, accounting, payroll, purchasing, and information technology. Further, the Vice Chancellor will:

- Develop short-range and long-range fiscal management plans that sustain the financial health and stability of the District. Assume primary responsibility for revenue forecasting, planning, and allocation of District resources.
- Provide executive leadership in the management of information technology infrastructure services, hardware, software, and all related technologies that support users District-Wide .
- Develop the annual District budget and oversee the administration of the budget, monitor District expenditures to ensure compliance with federal, state, and local agency requirements.
- Oversee the District's integrated financial systems, assure effective operation of the District's business office; coordinate the District's internal and external audit programs.

- Direct the planning and administration of District-Wide facilities in cooperation with designated college personnel; be responsible for the appraisal, control, and sale of District property.
- Oversee the District's capital construction and facilities maintenance programs.
- Direct the administration of the District's risk management programs and purchasing services; process claims and lawsuits against and for the District; assure proper development and execution of agreements for contracted services.
- Supervise the District-Wide campus safety program to ensure effective training is completed, standard operating procedures are developed, and required reporting is conducted.
- Serve as an integral member of the District's Retirement Board of Authority.
- Provide support of master plan, strategic goals, technology planning, and sustainability efforts.
- Advise the Chancellor regarding all matters reporting to Administrative Services.
- Prepare reports, correspondence, and Board of Trustees agenda items on business matters, functions and projects, and make necessary presentations.
- Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
- Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
- Train, supervise, evaluate, and direct the work of personnel as assigned.

### **Diversity, Equity, Inclusion, Accessibility, and Anti-Racism (DEIAA )**

- Demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the students served by the District.
- Demonstrate achievement in promoting employee engagement, success, equity, retention, and well-being.
- Demonstrate experience effectively leading and fostering DEIAA environment for employees and students.
- Demonstrate experience advocating for the success and support of disproportionately impacted students and employees including Black/African Americans, Latinx, Indigenous/Native Americans, Asian/Pacific Islanders, LGBTQIA+ community, persons with disabilities, Veterans, and other groups.

### **DESIRABLE CHARACTERISTICS**

The screening committee, Chancellor, and Board of Trustees will consider the following desirable characteristics in their selection of the next Vice Chancellor.

- Demonstrates integrity, thereby building the trust and confidence of the campus community.
- Communicates effectively orally and in writing in a positive and collaborative manner; is flexible, a good listener, open to suggestions and constructive feedback.

- Respects, values, and demonstrates a commitment to participatory governance.
- Fosters an environment that encourages teamwork.
- Balances the mission of the District with economic realities.
- Values and actively advances DEIAA .
- Acts as a consensus builder committed to faculty and staff diversity who uses and promotes an open, approachable management style that is inclusive, collaborative, and enthusiastic and who values and supports staff development, motivates employees, and acknowledges their contributions.
- Becomes actively involved in the community and, in so doing, maintains NOCCCD's positive image.
- Continues to enhance relationships with nearby post-secondary institutions and local school Districts, private enterprise, and public organizations.
- Works to understand the needs of NOCCCD and its community and assists the District in meeting those needs.
- Ensures the District's fiscal stability, securing sufficient resources to fund operations and providing adequate controls to prevent fiscal mismanagement.
- Demonstrates understanding of the complex dynamics of a multi-campus District, including a collective bargaining environment, California community college finances, budgetary processes, construction programs, and federal and state programs and legislative issues as they affect California.
- Aligns expenditures with strategies and provides prudent oversight for the completion of major capital facilities construction and renovation projects.
- Understands the role of Vice Chancellor within the organizational structure of a multi-college District.
- Engages in a creative, innovative, and respectful manner with District and college leadership.
- Demonstrates experience in effectively navigating the complexities of the community college policy, legal, and accreditation environment.
- Demonstrates experience with the application of emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
- Demonstrates experience in effectively leading and fostering diversity, equity, inclusion, accessibility, and an anti-racist environment for students and employees.
- Demonstrates effective communication in a District's multicultural/multilingual environment, with an approach that instills confidence and trust, and calms difficult or unexpected situations.

### **Primary Purpose:**

The Board of Trustees of the North Orange County Community College District (NOCCCD ) invites applications for the position of Vice Chancellor, Administrative Services. NOCCCD is seeking an experienced, dynamic, and visionary leader to serve as the next Vice Chancellor for our multi-college District. The Vice Chancellor provides unifying and facilitative leadership to a complex, and highly diverse District. The Vice Chancellor builds upon the District's strong legacy of achievement and leadership in the diverse and evolving communities we serve.

Under the direction of the Chancellor, the Vice Chancellor leads, plans, manages, and evaluates the District's business systems and processes, including budget development and control, accounting, payroll, and purchasing. The Vice Chancellor is accountable for the fiscal stability of the District, facilities planning and management, risk management, campus safety coordination, and the information technology infrastructure and operations of the District and serves as a member of Chancellor's Cabinet.

**Working Relationships:**

The Vice Chancellor maintains frequent contact with college and District administrators, faculty and staff, consultants, vendors, and the community.

**Knowledge, Skills, and Abilities:**

**Special Requirements:**

**Minimum Qualifications:**

Possession of a bachelor's or advanced degree from an accredited institution in finance, accounting, business administration, public administration or related field.

One year of formal training, internship, or leadership experience reasonably related to the administrators' administrative assignment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications:**

Possession of a master's degree from an accredited institution preferred.

Five years of administrative experience in an executive position with decision-making responsibility.

Certified Public Accountant, Certified Management Accountant, or equivalent.

Exhibits a thorough understanding of and commitment to the mission, vision, and nuances of the California community colleges.

Demonstrated ability to work collegially in a participatory governance environment.

Demonstrated knowledge of and experience with information technology systems/infrastructure in a higher education environment.

## **Working Conditions:**

**Salary Range:** This is an executive position that offers a competitive salary of \$261,706 - \$337,215 annually and benefits package, including participation in the California State Teachers Retirement System or California Public Employees' Retirement System.

**Open Date:** 12/19/2024

**Close Date:**

**Special Instructions Summary:** Nominations and applications will be accepted until the position is filled. However, to ensure consideration, **the deadline is Friday, February 21, 2025, 11:59 PM.** All inquiries, nominations, and applications will be held in the strictest confidence.

To receive consideration, applicants must submit a complete application packet consisting of the following:

- A letter of interest, preferably no more than five pages, which provides examples from your background and experience that address the Qualifications/Desirable Qualifications, and Desirable Characteristics in this job announcement;
- A current resume of professional experience, educational background, and other pertinent information;
- Transcripts of all higher education course work (unofficial);
- A list of six references, including two supervisors, two subordinates, (including a support staff member), and two faculty (or equivalent). Include cell phone, business phone, and e-mail addresses for each.

To be considered for the position all application materials must be submitted online. Follow the instructions to establish an account to submit your complete application packet.

## **For confidential inquiries, contact:**

Dr. Joan Smith, Search Consultant Community College Search Services 209-566-5421  
Joan.Smith@ccss.solutions

Dr. Will Lewallen Search Consultant will.lewallen@ccss.solutions (831) 682-3541

## **For general inquiries regarding the application process, contact:**

Luisa De Santiago, Human Resources Technician District Office of Human Resources  
North Orange County Community College District 714-808-4813  
ldesantiago@nocccd.edu

## **NOCCCD is an Equal Opportunity Employer**

The North Orange County Community College District (NOCCCD ) does not discriminate on the basis of ethnic group identification, national origin, immigration

status, religion, age, sex, gender, gender identification, gender expression, military and veteran status, marital status, medical condition, race, color, ancestry, sexual orientation, physical or mental disability, or any other characteristic protected under applicable federal or state law.

NOCCCD values a diverse workplace and encourages the following communities to apply: Black, Indigenous, People of Color (BIPOC ), LGBTQIA+, women, veterans, and individuals with disabilities.

### **SELECTION PROCESS**

A search committee representing the constituencies of the District will evaluate applications and select a limited number of candidates for an initial interview. Applicant screening will begin in February 2025 with **first-level interviews tentatively scheduled for March 26-28, 2025**. Candidates selected for further consideration will be invited to interviews with the Chancellor, Chancellor's Staff, and the Board of Trustees.

Eligible expenses of candidates invited to interview(s) for travel from outside a 150-mile radius of the District will be reimbursed up to the limits allowed by District policy.

The successful candidate will be expected to be available for service within a mutually agreeable time after acceptance of an offer of employment and provide the following: official transcripts of all higher education course work and verification of experience (if necessary) prior to the first duty day; identification and eligibility for employment within three (3) days of employment pursuant to the "Immigration Reform and Control Act," provide fingerprints and proof of freedom from communicable disease pursuant to statute.

To apply, visit: <https://apptrkr.com/5888247>

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