



ABOUT THE COLLEGE

Situated on the Monterey Bay in the county of Santa Cruz, Cabrillo College is one of the most highly regarded community colleges in California for its success in the area of transfer and career education and currently serves over 15,000 students. Cabrillo focuses on student-centered learning and has a tradition of collegial governance. Cabrillo's career education is closely connected to the nearby Silicon Valley business environment as well as that of the greater San Francisco Bay Area.

ABOUT THE COMMUNITY

Santa Cruz County boasts a rich cultural life and numerous recreational opportunities. Residents enjoy a Mediterranean climate amid redwood forests, sparkling beaches and rich farmland.

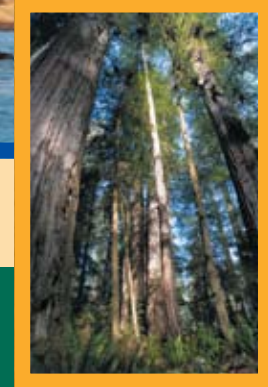
Local cultural highlights include the internationally-renowned Cabrillo Music Festival, the Santa Cruz County Symphony, and the critically-acclaimed Cabrillo Stage, the college's own summer theater company, which performs annually to sold-out audiences. Numerous museums and galleries throughout the area showcase the work of visual artists in every medium who contribute to the cultural vitality of the area.

Year-round outdoor recreational opportunities abound, and the area provides an ideal environment for sports of all types. A number of annual events celebrate the area's ethnic and cultural diversity. The area combines the charm and relaxed lifestyle of a small coastal community with the advantages of cultural richness and easy access to the urban services of the San Francisco area.

Cabrillo College
Human Resources Dept.
6500 Soquel Drive
Aptos, CA 95003

EMPLOYMENT OPPORTUNITY

Vice President/ Assistant Superintendent, Business Services



Cabrillo College

cabrillo.edu

An Equal Opportunity Employer

Vice President/ Assistant Superintendent, Business Services

CL09-31

Starting Date: April 1, 2010

Under the general direction of the Superintendent/President, the Vice President/Assistant Superintendent of Business Services is the chief business officer of the college providing direction and leadership for the business and financial affairs of the college. The Vice President recommends the broad policies of the college related to business and finance, and serves as the chief financial advisor to the Superintendent/President and the Governing Board.

POSITION DESCRIPTION INCLUDES

- Serves as the chief business officer managing all district financial policies, procedures and activities, including budget and audit
- Directs various college service and support operations including but not limited to business office operational activities, personnel and human resources, maintenance and operations, campus police and safety programs, bookstore, and food services operations
- Initiates and directs the management of capital improvement processes and projects
- Plans for and directs the employee benefits program of the college
- Serves as the chief district negotiator with the faculty and classified employee unions and serves as contract administrator
- Plans for and directs all district facilities and maintenance operations, including buildings, grounds, equipment and safety management
- Recommends, interprets and administers district policies ensuring compliance with pertinent federal, state and local laws and contractual regulations
- Directs and evaluates assigned staff
- Develops the district's five-year capital construction and deferred maintenance plans
- Directs the district's insurance and risk management functions
- Represents the district in the management of joint powers agreements
- Serves as the district's legal liaison
- Prepares a variety of reports and correspondence including reports for the college Governing Board



REQUIRED EDUCATION QUALIFICATIONS

Master's degree or equivalent; it is desirable that the Master's or Bachelor's degree be in business, public administration, accounting, economics, or a closely aligned area. Degree must be from an U.S. Department of Education recognized accredited organization. Minimum of four years of successful administrative experience, at least two of which are at the senior management level.

REQUIRED PROFESSIONAL EXPERTISE

1. Excellent supervisory skills
2. Strong analytical and budgeting skills
3. Proven record of working cooperatively and flexibly as part of a team
4. Substantial successful leadership experience
5. Excellent communication skills

REQUIRED PERFORMANCE EXPECTATIONS

1. Demonstrated competence in budget planning and development
2. Demonstrated effectiveness in collective bargaining
3. Expertise in facilities planning and management
4. Competence in managing business component functions, including risk management, fiscal services, personnel administration and safety
5. Demonstrated effectiveness in leading and motivating managers and staff in a collegial-shared governance environment
6. Demonstrated commitment to staff diversity and equal opportunity
7. Ability to work effectively with changing rules and regulations
8. Effective organizational skills
9. Broad knowledge of a wide spectrum of the college environment
10. Ability to consistently perform under the pressures of deadlines and other administrative demands

SALARY

A 225-day work schedule. Starting salary ranges from \$114,013 to \$158,416. Cabrillo College provides an annual doctoral stipend of \$3,402 for eligible employees.

BENEFITS

Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

APPLICATION DEADLINE

Initial screening of applications will begin on Tuesday, December 22, 2009. All completed applications received by this date will receive a full screening. However, applications will be accepted until the position is filled. (Email transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflects the rich diversity and cultural heritage of the College District and its student body.

APPLICATION PROCESS

To be considered each candidate MUST SUBMIT to:
Cabrillo College Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
Fax: (831) 477-3545

1. Completed and signed Cabrillo College application
2. Job-related resume
3. Transcripts from all colleges attended (copies acceptable) or official proof of request for transcripts
4. Three recent job-related letters of recommendation which address the candidate's ability to perform the duties of this position
5. An application letter of no more than three pages describing background and experience which meets the qualifications of the position
6. A statement of administrative philosophy that is no more than three pages
7. Criminal History Inquiry Supplemental form

EQUIVALENCY APPLICATION PROCESS

Candidates without the specified degrees listed under "Required Education Qualifications" must complete and submit an Application for Equivalency Determination. Additionally, candidates must provide documentation, as part of this application process, sufficient to convince the committee that the candidate possesses the equivalent of these minimum qualifications, including the depth and breadth of discipline knowledge plus general education. Further information and application for equivalency forms may be obtained at www.cabrillo.edu/services/hr/apps/index.html.