

APPLICATION PROCESS

Candidates should submit the following to the Search Committee:

1. A current résumé.
2. Copies of transcripts of all college level course work [unofficial copies acceptable (both sides), but official transcripts must be submitted prior to hiring]. If transcripts are from an institution outside of the United States, applicants must provide a formal evaluation of their foreign degree(s) at the time of application.
3. A cover letter detailing how your experience and qualifications meet the requirements for the position.
4. The names and phone numbers of six references: two supervisors, two direct-reports (including one classified staff member), and two colleagues. For candidates working in education, add a faculty reference.

Applicants are encouraged to submit these materials by the priority closing date of **October 30, 2009** in order to receive first consideration in the initial screening process. However, applications may be accepted until the position is filled. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

Materials may be mailed to:

Cerritos College
Human Resources Office
Search Committee for
Vice President, Business Services
11110 Alondra Boulevard
Norwalk, CA 90650-6298

OR faxed to:

Cerritos College
Human Resources Office
Search Committee for
Vice President, Business Services
(562) 467-5003

Additional information can be obtained from the Human Resources Office at (562) 860-2451, extension 2284 or on the Human Resources website at www.cerritos.edu/hr.

EQUAL EMPLOYMENT OPPORTUNITY

Cerritos College is committed to equal opportunity/equal access in all its employment, programs, and services. It is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer.

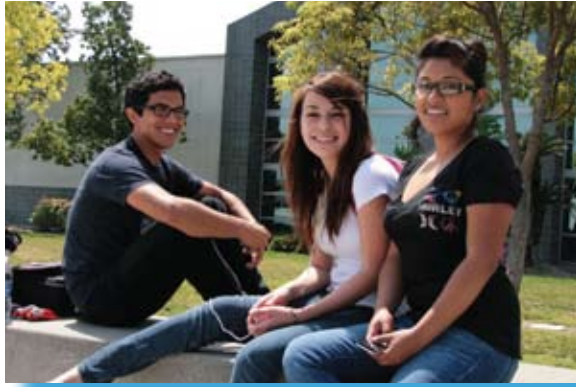
Cerritos Community College District

Invites Applications and Nominations for VICE PRESIDENT OF BUSINESS SERVICES

Building Futures Through Learning

www.cerritos.edu





OVERVIEW

The Vice President of Business Services reports to the President/Superintendent, serves as a member of the President's Executive Council, and is a senior contract executive. The Vice President of Business Services is responsible for the Business Services Department including budgeting, accounting, payroll, information technology, purchasing, contract and risk management, auxiliary services contracts, facilities and construction.

Cerritos Community College District

Cerritos College, a single-campus district, is one of 110 California Community Colleges. Opened in 1956 with an enrollment of 320, the College now enrolls nearly 24,000 credit students and an additional 20,000 non-credit/not-for-credit students on its 140-acre campus in Norwalk and Cerritos. The District is located in southeast Los Angeles County including the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, La Mirada, Norwalk, Santa Fe Springs and South Gate. The College has memberships in ten area chambers of commerce.

The College has a student body that is 61% Hispanic, 15% Caucasian, 10% Asian/Pacific Islander, 3% Filipino, 8% African-American, 1% Native American, and the rest undeclared. Students come from more than 30 California cities, with 66% of the students coming from cities outside the college district, bypassing other community colleges to attend Cerritos. Cerritos College ranked third in California and sixth in the nation among Hispanic-serving community colleges for the number of associate degrees granted to Hispanic students in 2006.

Cerritos College has approximately 1,260 employees including 281 full-time faculty, approximately 600 part-time faculty, 313 classified staff, and a management team of 51. The College is a model of effective shared governance and collegiality. An annual operation budget of approximately \$100 million supports an extensive curriculum including high-quality university transfer programs and state-of-the-art career programs as well as a full range of student support services. Student centeredness

and commitment to teaching, learning, innovation, and student success are at the core of the College's mission.

In 2004, District voters passed a \$210 million bond act for building new facilities on campus. Numerous projects are currently underway.

KEY DUTIES AND RESPONSIBILITIES

- Serves as the Chief Business Officer and maintains the fiscal integrity of the institution.
- Provides strategic direction and operational guidance to the college's business services.
- Coordinates, develops, and monitors the college budget.
- Develops and maintains financial records and reports as well as investment and risk management programs.
- Supervises the Directors of Fiscal Services, Information Technology, Physical Plant, and Purchasing and provides leadership in policies and planning to all areas of Business Services.
- Oversees facilities planning, operation, and management as well as construction and renovation projects.
- Leads and manages the areas of responsibility with a commitment towards effectiveness and quality outcomes.
- Serves as the chair of the Planning & Budget Committee.
- Advises the President on long-range facilities master planning, project management, collective bargaining and on the college's business, financial and equipment needs.
- Oversees the college's bond construction program.

REQUIRED KNOWLEDGE AND SKILLS

- Demonstrated expertise in strategic and financial planning, investment management, budgeting and accounting principles and practices as well as contract codes.
- Proven record of leadership and administrative effectiveness including demonstrated ability to integrate technology into administrative systems.
- Strong oral and written communication skills and a demonstrated ability to present financial information clearly to diverse constituencies.
- Proven record of being student-centered and committed to maintaining an environment conducive to learning.
- Strong problem solving and analytical skills.
- Strong collaborative, conflict resolution and negotiating skills.
- Proven record of advocacy for shared governance, collegiality, staff cohesiveness, and core values of the institution.
- Ability to establish strong interpersonal working relationships with internal and external constituencies.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Business Administration or a related field from an accredited college or university.
- A minimum of five years of increasingly responsible management experience in a complex organization, preferably in higher education.

- Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disabled, and ethnic backgrounds of community college students and employees.

PREFERRED QUALIFICATIONS

- A Master's Degree in Business Administration or a related field from an accredited college or university.
- Experience working in an educational institution, preferably a community college.
- Demonstrated knowledge of community college funding and finance in California.

SELECTION PROCEDURE

The Search Committee will evaluate applications to determine those candidates who are best qualified for the position. The best qualified candidates will be invited for oral interviews with the Search Committee. The Search Committee may include representatives from the Faculty, the Administration, the Classified Staff, and the Student Body.

Although Cerritos College does not reimburse candidates for expenses related to the initial interview, those candidates traveling from out of the area who are selected as finalists will be offered a travel stipend for their final interview(s).

SALARY AND BENEFITS

Contract Management Salary Schedule (\$158,139 - \$177,986) plus an auto allowance of \$3,600 per year. Options for annual vacation buy-out and for bonus vacation. In addition, the District provides a cash-in-lieu option for medical insurance. For details please contact the Human Resources Office at (562) 860-2451, extension 2284.

