El Camino College

Vice President of Administrative Services/ Assistant Superintendent

KEY ROLES/RESPONSIBILITIES

Exercise overall leadership of the Administrative Services Area, providing functional supervision over assigned areas and positions. Provide vision and leadership to develop, organize, and implement the Administrative Services Area's goals and objectives; plan, develop, organize, schedule, direct, improve and evaluate the area's programs, services, and activities; and provide oversight, development, and coordination of all elements of the Administrative Services Area, including financial planning, management, and reporting; budgeting; business services; capital project funding, design, and construction; facilities planning, maintenance, operations, and campus police services; parking services, emergency operations, information systems; purchasing; workers compensation, risk management; and auxiliary services.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

STUDENT DEMOGRAPHICS
(Facts and Figures - 2023-24)

- 52% HISPANIC
- 1% HAWAIIAN/PACIFIC ISLANDER
- 17% WHITE
- 4% OTHER
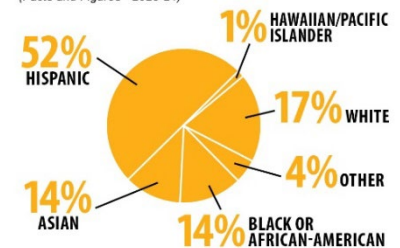- 14% BLACK OR AFRICAN-AMERICAN
- 14% ASIAN

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs.

VICE PRESIDENT OF ADMINISTRATIVE SERVICES/ ASSISTANT SUPERINTENDENT

Division: Administrative Services
Posting Closing Date: OPEN UNTIL FILLED
Req: C2526-007
Position Type: Classified Administrator

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:

https://www.elcamino.edu/departments/human-resources/vpas-search/index.php

I. LEADERSHIP

1. Lead, direct, and approve the planning, development, organization, scheduling, direction, performance, and evaluation of programs and services of assigned departments. Lead and manage change within the Administrative Services Area and across the College as directed.

2. Demonstrate effective leadership in long-range planning, program review activities, and resource development. Promote transparency within and among Areas, Divisions, and Departments of the College.

3. Participate actively in the life of the College, including governance processes and initiatives by serving on or leading College committees, workgroups, task forces, and councils as assigned.

4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy. Provide overall supervision of the preparation and implementation of the Administrative Services Area's budget.

5. Provide vision, leadership, and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure ongoing fiscal, physical, and technological sustainability of the College.

6. Support student learning using a variety of effective instructional methods, educational technologies, and college resources.

7. Demonstrate full accountability for effective and efficient utilization of resources. Identify opportunities for improvement and implement actions to strengthen services to students and the campus community.

8. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility and Anti-racism.

9. Serve as Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

ORGANIZATION MANAGEMENT

1. Provide executive level support and guidance to the College Superintendent/President in developing and implementing college-wide strategic plans, goals, objectives, policies, and priorities.

2. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.

3. Develop, prepare, submit, administer, monitor, and review annual program budgets for assigned area, including annual budget requests for equipment, supplies, and personnel.

4. Train, supervise and evaluate the performance of managerial, professional, operational, technical, and support personnel as assigned; delegate and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed.

5. Work with Information Technology Services personnel on a continual basis to enhance, secure, and improve relevant computer and information systems and infrastructures. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.

6. Participate with industry and college specific organizations associated with Joint Powers Associations and cooperative administrative business and insurance entities not limited to insurance, retirement boards or other entities (such as SWACC insurance, OPEB Board Chair/President, and others).

7. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Master's degree in accounting, finance, business administration, public administration, economics, information technology or closely related field.

Experience: Three (3) years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

LICENSES AND OTHER REQUIREMENTS
Valid California driver's license.

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

DESIRED QUALIFICATIONS

Desirable Education:
MBA degree from an accredited college or university, preferably with an emphasis in finance, accounting, and management.

Desirable Experience:
Five (5) years of increasingly responsible experience at the senior management level in the leadership of administrative services areas with emphasis in finance, budget, or the equivalent; extensive supervisory experience; and demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged, and ethnic backgrounds of community college students; Administrative leadership experience in the development, organization, and management of multiple administrative services programs, including Fiscal Services, Capital Projects, IT, Facilities Management, Campus Police Services, and Auxiliary Services.

Knowledge/Areas of Expertise:
- Federal laws, regulations, and other legal parameters that affect the policies and practices of effective fiscal management, capital bonding, and construction programs across the College.
- Current research and best practices in operation of fiscal, physical, and technological resources in a community college setting.
- Comprehensive knowledge and understanding of generally accepted accounting principles (GAAP).
- Comprehensive knowledge and understanding of the principles and practices of effective investment management of custodial funds for entities associated with the College.

Abilities/Skills:
- Envision, develop, and maintain short and long-term strategic initiatives. Create an equity driven Administrative Services Area that fosters the success of all.
- Plan, organize, coordinate, and direct a comprehensive resource management program for a community college.
- Maintain up-to-date knowledge of all functional and operational areas within the Administrative Services Area.
- Develop, implement, manage, monitor, and evaluate the delivery of an effective, comprehensive resource management program.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment
Standard office setting. Duties are performed both in an office environment while sitting at a desk or computer workstation and walking to a variety of locations across campus. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

Physical Demands
Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: Open Until Filled. Review of application materials will begin November 1, 2025. In order to be considered for the first screening, application materials must be submitted no later than October 30, 2025.

SALARY: Starting salary is $212,532 annually.
Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step 6 is reached ($279,600 annually).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT
This position is designated as a full-time, twelve-month classified administrator position. Classified Administrators are employed on an initial one-year contract stating terms and conditions of employment. Contracts are subject to renewal and board approval to confirm continued employment.

The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs. The position requires an onsite, in-person presence. This is not a remote work opportunity.

Administrators may work all or a portion of the workdays that fall between December 25 and January 1. Administrators may also use their accrued vacation days to cover all or a portion of the workdays that fall between December 25 and January 1.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS
Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: ADA Job Applicant Accommodation Request (maxient.com)

INTERVIEW EXPENSES
The District shall reimburse travel expenses to those invited to the first level interviews and finalists who are invited to interview with the President.

Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is $600 per interview.

Travelers seeking reimbursement must complete and submit a W-9 Form and "Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance
The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability
Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

Retirement
Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours
During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: http://www.elcamino.edu/jobs
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

   Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. *You may check the status of your application online.*

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR ALL INQUIRIES, NOMINATIONS, AND MORE INFORMATION REGARDING THE POSITION AND SEARCH PROCESS, CONTACT THE DISTRICT'S SEARCH CONSULTANT. ALL INQUIRIES AND NOMINATIONS WILL BE HELD IN THE STRICTEST CONFIDENCE.

Community College Search Services
Will Lewallen, Ph.D., Consultant
will.lewallen@ccss.solutions
(831) 682-3541

FOR QUESTIONS AND ASSISTANCE WITH SUBMITTING AN APPLICATION, CONTACT:

El Camino Community College District
Pamela Jones, HR Service Partner
pjones@elcamino.edu
(310) 660-3593 x3478

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an Annual Security Report and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.