San Joaquin Delta Community College

INVITES APPLICATIONS FOR THE POSITION OF

INTERIM VICE PRESIDENT OF BUSINESS SERVICES

THIS POSITION IS OPEN UNTIL FILLED

Application available at www.deltacollege.edu/dept/hr

Office of Human Resources
Administration Building, Room 202
515 1 Pacific Avenue
Stockton, CA  95207
(209)954-5056
Interim Vice President of Business Services

THE COMMUNITY

San Joaquin Delta College is a modern comprehensive community college serving more than 20,000 students of diverse backgrounds. Serving the community for more than fifty years, Delta has a proud history of both academic and athletic success. The College offers day and evening programs; internet based education as well as community education. In recent years, Delta has expanded and improved the main campus in Stockton with a new library, a new student services building, and improved athletic fields. The Mountain House facility offers expanded local programs for west Bay Area residents. The total full time staff numbers approximately 550.

The College is located in the great central valley of California with a population of 290,000 diverse residents. This is a beautiful agricultural and wine growing region near a large urban center that features art and cultural opportunities such as symphony and theatre. The city has minor league baseball and hockey teams and an inland seaport. Located 50 miles south of Sacramento and just an hour away from San Francisco and Silicon Valley, Stockton offers affordable housing and good schools. The city has easy access to the Pacific Ocean, the Mother Lode country and the Sierra Nevada mountains. The Stockton area boasts warm sunny days and evening breezes from the Delta waterways. These same waterways offer many recreational opportunities. The Stockton area also offers ample opportunities for advanced education.

THE DEPARTMENT

The Interim Vice President of Business Services is responsible for all fiscal affairs, maintenance, and operations of the District. The department is currently comprised of the following units and services:

- Purchasing and Stock Control
- Accounting and Budget
  - Contracts
  - Insurance
  - Maintenance
  - Operations
THE POSITION

The Interim Vice President of Business Services is directly responsible to the Superintendent/President for management and supervision of budget, accounting, purchasing, maintenance, and operations. This position oversees approximately 80 million in funds annually and has a staff of approximately 115 employees. As part of the executive management team, the Interim Vice President of Business Services is integral to the leadership of the District.

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

- Oversee the preparation and development of the annual District budget.
- Oversee all District procurements, disbursements and income.
- Prepare financial statements, projections, and analyses.
- Coordinate, plan, organize, and direct all aspects of business related programs including resources, personnel, communications, and information to meet the need of the District and assure efficient and smooth operations of assigned departments and units.
- Assume responsibility for implementation, interpretation, revision, and evaluation of the District’s financial condition.
- Take an active approach to recommend and implement policies, procedures, and programs related to fiscal, business, and operations of the District.
- Provide guidance, manage and supervise assigned staff.
- Advise the Superintendent/President and the Board of Trustees regarding all matters of areas of concern.

This interim position will not exceed one year and may be less depending on the recruitment of a successful permanent candidate for the position. This position will begin as soon as possible. The complete job description is available at www.deltacollege.edu/dept/hr.

COMPENSATION AND BENEFITS

The annual salary for this position is $124,405-$143,310 with additional above class compensation with an earned doctorate. The salary for this position is currently under review.

Administrative employees receive a full benefits package including health, dental, and vision insurances. The District offers a generous sick and vacation benefits package. The current District contribution to PERS retirement for this position is 10.923%.
**Interim Vice President of Business Services**

**THE IDEAL CANDIDATE**

The ideal candidate will have a record of success leading a complex organization, demonstrated exceptional financial expertise, and solid knowledge of pertinent local, state, and federal laws, governmental accounting, budget, and finance particularly as they relate to a California Community College district.

This position requires an individual with an innovative and collaborative approach combined with exceptionally strong leadership and management skills. The ideal candidate will have the ability to exercise critical and independent judgment as well as have strong collaborative, conflict resolution, and problem solving skills. Excellent oral and written communication skills are vital to this position. Sensitivity to and understanding of diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities is a must.

**QUALIFICATIONS**

This position requires a minimum of a bachelor’s degree in accounting, business administration, or a related field from an accredited college or university.

Desirable qualifications include at least five years of increasingly responsible experience at the senior management level in a complex organization, including increasingly responsible fiscal accounting and business experience in a supervisory and administrative capacity. A Master’s or MBA degree in accounting, business administration, or a related field is highly desirable.

**TO APPLY**

Interested candidates may apply by completing an application, including resume, cover letter, references and transcripts and mail them to:

San Joaquin Delta College  
Office of Human Resources  
Administration Building, Room # 202  
5151 Pacific Ave.  
Stockton, CA  95207  
or fax to (209)954-5656

Applications are available at www.deltacollege.edu/dept/hr.

This position is open until filled. Candidates are encouraged to apply as soon as possible. The first review of applications will be in early September.

If you have questions or concerns, contact Rita Kilgore, Human Resources Specialist, (209) 954-5055.