A member of the North Orange County Community College District (NOCCCD), which also includes Cypress and Fullerton Colleges, the School of Continuing Education, has been cultivating change in the lives of our community members for over 80 years with a wide range of educational programs and services from high school completion, English-language acquisition, vocational training, and self-development courses.

SCE serves 47,000 students annually, ranging from preschoolers to seniors, at three campus locations in Anaheim, Cypress, and Wilshire (Fullerton) as well as 150 off-campus locations. Accredited by the Western Association of Schools and College and part of the California Community College System, all SCE courses are approved by the State of California. NOCCCD’s School of Continuing Education — Change. Cultivated.

The School of Continuing Education can be found on the web at www.sce.edu

For further information about the position contact:
Valentina Purtell –
Dean, SCE Instruction/Student Services
vpurtell@sce.edu

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire lifelong learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people — each pursuing their own, unique ambitions. The NOCCCD — Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney.

The total District budget for 2009-10 was $200 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.
MANAGER – SCE ADMINISTRATIVE SERVICES
SCHOOL OF CONTINUING EDUCATION (SCE)  
ANAHEIM CAMPUS
Job #SCM992

STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of the Provost, School of Continuing Education, this position is responsible for performing a variety of responsible duties related to the management of financial operations and administrative services of the School of Continuing Education.

DUTIES AND RESPONSIBILITIES
Plan, organize and direct the financial operations and administrative services of the School of Continuing Education including fiscal management, budgeting, registration system management, and maintenance and operations.

Collaborate with administrators and staff to develop and implement the annual budget for the School of Continuing Education. Provide leadership in the development of budget proposals and budget allocation processes; administer the School of Continuing Education budget in accordance with District policy.

Perform accounting functions for a variety of assigned funds and accounts, including special programs and grants; review financial transactions and records to ensure solvency and conformance with generally accepted accounting principles and contract requirements; monitor expenditures and other account activities to ensure expenditures are within budget.

Direct and maintain accounting and reporting systems for the effective monitoring and control of fiscal operations; analyze and review accounting procedures; formulate and implement revisions as necessary to ensure efficient fiscal administration.

Direct the collection, accounting and disbursement of tuition, fees, textbook purchases, payments and bank deposits; direct the School of Continuing Education payroll function.

Prepare, review and maintain a variety of financial documents and reports related to the programs, operations and activities of the School of Continuing Education, including purchase requisitions, vouchers, billings, bank statements, account reconciliations and personnel records.

Perform fiscal and operation analyses to evaluate financial performance, productivity and enrollment status; develop financial and enrollment projections; prepare and interpret financial statements, cash flow analyses and various reports related to the operations of the School of Continuing Education.

Develop and implement plans to facilitate and improve operations and programs; provide leadership and technical assistance to personnel in designing and implementing corrective processes and procedures.

Plan, organize and direct facilities management and operations; coordinate the use of facilities; oversee processing of facilities contracts; coordinate maintenance of School of Continuing Education facilities with District and campus personnel; supervise the maintenance and control of inventory and equipment.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

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 campus personnel.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Perform related duties as assigned.

OTHER FUNCTIONS
In addition to the essential functions, the Manager, SCE Administrative Services performs duties related to Budgeting, financial audit and facilities.

MINIMUM QUALIFICATIONS
Bachelor's degree in accounting, business administration, or related field from a regionally accredited institution AND three (3) years increasingly responsible experience in a variety of accounting and fiscal operations functions, including at least one year in a supervisory position.

Described experience with computerized financial information systems and their use in financial analysis and reporting.

DESIRABLE QUALIFICATIONS

Advanced degree in business administration, accounting, finance or related field.

CPA Certification.

Administrative or supervisory experience in public higher education, preferably at a community college.

Familiarity with the Banner Finance system.

SALARY
The initial salary placement range is $84,129 - $106,448 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the District Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS
The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE
Reference Job #SCM992 in all correspondence. Download the District Classified Management Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 958-4910. All application materials must be submitted with the District Academic Application as a complete package.

A complete application package MUST include the following:

1. Completed District Classified Management Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be printed on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.
5. Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be disposed of in an environmentally sensitive manner.

APPLICATION DEADLINE
Within a mutually agreeable time, as soon as possible after acceptance of the position.