and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to:  
Human Resources Office  
North Orange County Community College District  
1830 W. Romneya Dr.  
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS  
Application package must be received by 5:00 pm, December 10, 2014. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS  
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a presentation and/or a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

SCE – “Change. Cultivated.”  
Established in 1930, the North Orange County Community College District’s School of Continuing Education (SCE) is the fourth largest community college-based continuing education community education program in California. Students enroll in SCE’s noncredit programs to enhance basic skills, gain employable skills, and prepare for credit courses, for self-sufficiency or to enhance civic participation. Noncredit programs offered at SCE include adult basic skills (High School Diploma and literacy programs), English as a second language (ESL), U.S. citizenship, parenting, older adults, short-term vocation, and programs for adults with disabilities. In addition, SCE offers a wide selection of community services courses such as Kids’ College and Teen Program, fitness, home decorative arts, business skills and financial planning.

SCE serves 40,000 students annually, ranging from preschoolers to seniors, at three center locations in Anaheim, Cypress, and Wilshire (Fullerton) as well as 100 off-site locations. Accredited by the Accrediting Commission on Schools, SCE is one of the state’s premier continuing education programs for adults. SCE serves an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

Two of the state’s premiere colleges and one of its most extensive continuing education education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our 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 our 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 by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2013-14 was $190 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.

For further information about the position contact:  
Martha Gutierrez –  
Dean, SCE Instruction/Student Services  
mgutierrez@sce.edu

NOC CCD – “Greatness. Achieved.”  
The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

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.
THE POSITION
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, 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
1. 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.
2. Collaborate with administrators and staff to develop and implement the annual budget for the School of Continuing Education; provide leadership and technical assistance to personnel in designing and implementing corrective processes and procedures.
3. 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.
4. Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.
5. 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.
6. 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.
7. Direct the collection, accounting and disbursement of tuition, fees, textbook purchases, payments and bank deposits; direct the School of Continuing Education payroll function.
8. 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.
9. 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.
10. 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.
11. 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.
12. Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.
13. Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.
14. 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.
15. Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
16. Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
17. Perform related duties as assigned.

OTHER FUNCTIONS
In addition to the essential functions, the Manager, SCE Administrative Services serves as the School of Continuing Education liaison with the District Office of Finance and Facilities for matters 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.

DEISRABLE 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 $85,812 - $108,577 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.

APPLICATION PROEDURE
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) 808-4810. 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.

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.