

Stan Arterberry
CEO / Principal
(707) 567-4402

Deborah G. Blue, Ph.D.
COO / Co-Principal
(707) 567-4401

Hi

Your name was given to us as a potential candidate for the position of **Vice President for Administrative Services for the Imperial Community College District in Imperial, California**. Arterberry Blue & Associates is assisting the Imperial Community College District with the recruitment for this position. We firmly believe that you will find this position an excellent professional opportunity.

Under the direction of the Superintendent/President, the Vice President for Administrative Services serves as the Chief Business and Operations Officer (CBO) of the District in the technical organization and management of fiscal services and operations including: budget development and control, accounting, employee benefits, payroll, purchasing, contract, and facility grant management, facilities development, maintenance and operations and/or related functions. As a direct report to the Superintendent/President, the Vice President for Administrative Services may be assigned additional related responsibilities as part of the executive management team.

The Superintendent/President, assisted by a diverse and inclusive Advisory Search Committee, has identified and articulated a number of characteristics desired in the District's next Vice President for Administrative Services.

The Superintendent/President expects the new Vice President to provide strong leadership in fiscal services and operations, while working collaboratively in a true model of shared governance. If you are interested, we encourage you to submit your application documents for consideration through the District's online employment site: <https://www.governmentjobs.com/careers/imperialedu>

The Trustees are prepared to offer a highly competitive compensation package. This is a confidential search and will be handled as such as long as strong mutual interests exist, and references are checked.

Please feel free to contact either Stan Arterberry at (707) 567-4402 or Dr. Deborah G. Blue at (707) 567-4401, if you have any questions. We will be happy to talk with you anytime, including evenings and weekends to maintain confidentiality.

On behalf of the Superintendent/President of the Imperial Community College District, we hope you will find this to be an outstanding Community College District leadership opportunity.

Thanks,

Stan Arterberry

Dr. Deborah G. Blue