

## **VICE CHANCELLOR OF BUSINESS SERVICES**

### **GENERAL RESPONSIBILITIES**

Under the direction of the Chancellor, the Vice Chancellor of Business Services serves as the District's Chief Business Official to plan, develop, organize, coordinate, administer, review and evaluate comprehensive District-wide fiscal services including budget preparation and administration, accounting, payroll, risk management, security, facilities planning, construction, investments, and capital financing, purchasing, and warehousing, including contracting, fixed asset inventory control and mail delivery and courier services; ensure timely and accurate submission of all District financial reports, including the annual financial audit and adopted budget; ensure the development, implementation and adherence of Board policies related to business services; ensure compliance with State and federal laws, District policies and collective bargaining agreements; train, supervise and evaluate the performance of assigned personnel and perform other duties and assume other responsibilities as assigned by the Chancellor and Board of Trustees.

### **SPECIFIC RESPONSIBILITIES**

Serves as the Chief Business Official of the District and an advisor and resource to the Chancellor regarding fiscal services, facilities planning/management and purchasing and other related matters; assists the Chancellor in formulating the business policies to be recommended to the Board of Trustees; and serves as a member of the Chancellor's Executive Council.

Directs the preparation and implementation of the annual budget and a long-range fiscal plan for the District. Responsible for developing maintaining legal and proper procedures for all fiscal services of the District. Responsible for the fiscal integrity of the district and the proper expenditures of all district funds. Responsible for the efficient, effective and proper accounting functions of the District. Identifies and pursues opportunities to maximize state and local funding.

Plans, organizes, coordinates, administers and evaluates the District's business services programs and services in compliance with State and federal laws, collective bargaining agreements and established goals and objectives of the District; develop guidelines and processes to facilitate the timely completion and distribution of financial and other business-related records and reports.

Directs the fiscal implementation and monitoring of provisions of collective bargaining agreements; ensures the development and promotion of accurate fiscal practices necessary to maintain positive employer-employee relations and a high level of employee morale related to implementing negotiated agreements.

Directs facility planning and construction activities including new construction, renovations and the maintenance of district facilities and equipment.

Directs all security, grounds and custodial services, and responsible for the quality and quantity of such services.

Attends all meetings of the Board of Trustees to represent business services, presents information and responds to questions as designated by the Chancellor; participates on committees, task forces and work groups; coordinates business services functions with employee benefits, human resources, information technology systems and other District functions as required.

**VICE CHANCELLOR OF BUSINESS SERVICES  
JOB DESCRIPTION (CONTINUED)**

Trains, guides, supervises, supports and evaluate the performance of assigned personnel; delegates and reviews assignments and projects; establishes and monitors timelines and prioritizes work; establishes clear expectations for effective performance of business services functions; evaluates work products and results; interviews, selects and recommends hiring of employees; recommends transfers, reassignment, termination and disciplinary action; motivates staff and resolves conflicts within business services.

Reviews, analyzes and evaluates pending legislation, legal mandates, regulations, and guidelines which may affect the District's business programs, functions, and activities; anticipates and identifies legal issues and advises administration in the development of strategies for resolution; confers with legal counsel as appropriate; maintains current knowledge of laws, trends, policies, procedures and practices used in business services in a public community college district.

Perform other related duties as assigned.

**EDUCATION AND EXPERIENCE GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**EDUCATION**

Possession of a Master's degree from an accredited college or university in business or finance or related field is required.

**EXPERIENCE**

Five years of increasingly responsible and varied experience in administering and supervising a full range District-wide business services management programs, such as accounting, budgeting, payroll, facilities planning/management, purchasing, risk management, warehousing, inventory control, and at least three years in an administrative business services capacity in a public sector setting.

Experience in performing work as described above in a California public education environment is highly desirable.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees, as well as the needs of individuals with disabilities.

**DESIRABLE**

- Earned doctorate degree in business, finance, public administration or related field.
- Experience as a Chief Business or Fiscal Officer in a community college district.
- Experience in managing a budget of \$100 million or more.
- Experience in managing capital construction budgets.
- Ability to work effectively in a shared governance environment.
- Ability to work effectively within the state mandate for collective bargaining.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license.

**VICE CHANCELLOR OF BUSINESS SERVICES  
JOB DESCRIPTION (CONTINUED)**

**REQUIRED SKILLS AND QUALIFICATIONS**

**POSITION REQUIRES KNOWLEDGE OF:**

Principles and practices of community college administration.

Principles and practices of business services management and collective bargaining in the public sector.

Principles of contract administration.

Principles, trends, methods, strategies and procedures pertaining to business services programs.

Principles and practices of training, supervision and performance evaluation.

District and college organization, operations, policies and objectives.

State and federal laws, codes and regulations related to business administration of a public education agency, including the California Education Code and the California Government Code.

District policies, operational procedures and guidelines applicable to the administration of a comprehensive public sector business services program.

Business services information systems functions and operations.

Negotiation techniques and public sector collective bargaining processes.

Progressive discipline procedures and documentation.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills including tact, patience and diplomacy.

**POSITION REQUIRES ABILITY TO:**

Plan, develop, organize, coordinate, administer, monitor, control and evaluate a wide variety of District business services functions and administrative services, operations, programs and activities.

Provide leadership in assigned business services areas.

Participate in negotiating collective bargaining agreements.

Develop and administer policies and procedures for business services.

Work cooperatively with Information Technology personnel to develop sound information and reporting systems and procedures related to business services

**VICE CHANCELLOR OF BUSINESS SERVICES  
JOB DESCRIPTION (CONTINUED)**

Interpret, apply and explain complex District policies, legal requirements and negotiated agreements.

Make effective public presentations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.

Assure the preparation, maintenance and retention of personnel files and data.

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Prepare and administer budgets for assigned program areas.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Collect, compile and analyze data.

Prepare and present reports and recommendations.

Prepare oral and written reports and recommendations.

Plan and organize work.

Operate computer and applications software, including database management, spreadsheet, word processing and software related to business services.

Exercise initiative and work independently with minimum administrative direction.

REVISED: January 25, 2021

Board Approved: February 8, 2021