EXECUTIVE MANAGEMENT

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE CHANCELLOR, BUSINESS AND ADMINISTRATIVE SERVICES

BASIC FUNCTION:

Under the administrative direction of the Chancellor, the Vice Chancellor, Business and Administrative Services, serves as the District’s Chief Business Officer and leads, plans, manages, organizes, and evaluates District business operations, systems, and processes, including budget development and administration, short-term and long-term strategic financial planning, fiscal and accounting services, facilities, banking and payroll, purchasing, risk management, and other related operational functions.

REPRESENTATIVE DUTIES:

Serve as the Chief Business Officer (CBO) of the District; manage associated operational areas including budget development and maintenance, accounting, financial and state reporting, purchasing, payroll, risk management, and facilities; direct the preparation of annual goals and objectives.  

Serve as chief advisor to the Chancellor on strategic matters related to financial planning and business and administrative services; provide consultation and technical expertise to administrators, personnel, and outside agencies.  

Plan, direct, and oversee the financial management of the District, including the management of all funds, investments, debt, and capital finances.  

Direct the development, administration, and control of the District budget; prepare long-range projections to develop a financial strategy for the District; establish District budget assumptions; ensure the fiscal integrity of the District and the proper expenditures of all funds.  

Direct the planning, development, and implementation of policies, procedures, programs, and initiatives to enhance compliance and the financial effectiveness and operational efficiency of District services.  

Oversee the college Vice Presidents, Business Services to ensure consistent and appropriate management of college budgets and college business operations; ensure fiscal control and oversight of college finances.  

Make presentations to the Board of Trustees in matters concerning fiscal, legal, contractual, administrative and other business concerns; manage the preparation of Board agenda items for the division.  

Work collaboratively with participatory governance groups, building consensus in developing and implementing a District budget which balances the academic needs of the colleges with available resources and district financial stability; provide leadership in the review, improvement, and implementation of a budget allocation model for the District.  

Revised September 2013
Serve on the District’s negotiating teams and ensure the implementation of provisions of the faculty and classified contracts. 

Review and analyze pending legislation, legal mandates, and regulations for potential financial impact to the district.

Supervise and evaluate the performance of assigned administrators and their staff; establish performance requirements and personal development targets; monitor performance and provide coaching for performance improvement and development; encourage professional excellence and promote a culture of customer service, innovation, and quality services; take disciplinary action, up to and including termination, to address performance deficiencies in accordance with District rules and regulations.

Ensure continuous improvement of business and administrative services through re-engineering, organizational change management, new technology solutions, assessment of best practices, and feedback from internal users and external customers to increase productivity and effectiveness.

Confer with external auditors in the performance of a variety of fiscal and operational audits, and alert appropriate management personnel regarding related issues, findings, and concerns.

Attend and chair District-wide committees, task forces, and other meetings; represent the Chancellor and the District in the business community and at local, regional or State meetings, workshops, and conferences; maintain liaison with appropriate government agencies and professional organizations.

Perform other duties as assigned by the Chancellor.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles, theories, and concepts of financial management, including investments, forecasting, and debt administration
- Principles and practices of budget preparation and administration
- Principles of risk management
- Principles, methods, and techniques of accounting, with an emphasis on governmental accounting
- Principles and practices of internal control and auditing
- Principles of public relations
- Methods and techniques of research, analysis, and data-driven decision making
- State legislative processes and procedures
- Capabilities of computer applications and hardware pertaining to the management of financial systems
- Principles of supervision, training, and performance evaluation
- English usage, spelling, grammar, and punctuation
- Federal, state and local laws, ordinances, codes, and regulations relevant to the financial management of a multi-campus community college district in California
- Principles and practices of public purchasing and contracting, including competitive bid procedures
- Sources and bases of funding for post-secondary educational institutions and programs in the State of California
Methods and techniques of collective bargaining, labor relations, and dispute resolution

ABILITY TO:

Interpret and apply applicable federal, State, and local policies, laws, and regulations
Develop and administer departmental goals, objectives, and procedures
Plan, organize, direct, and coordinate the work of staff
Analyze and evaluate programs, policies, and operational needs
Analyze and interpret financial markets, conditions, and trends
Manage multiple projects simultaneously
Prepare and administer large and complex budgets
Identify and respond to sensitive community and organizational issues, concerns, and needs
Communicate effectively, both orally and in writing
Communicate highly technical information concisely and in understandable terms
Prepare clear, concise, and comprehensive administrative and technical reports
Deliver effective oral presentations
Establish and maintain effective working relationships with those contacted in the course of work
Design and manage effective control, information, and documentation systems
Implement and facilitate organizational change
Make difficult decisions which may have districtwide impact
Lead, motivate, and supervise staff

EDUCATION AND EXPERIENCE:

A. A master’s degree from an accredited college or university in business administration, accounting, finance, or a related field AND five years of increasingly responsible management experience in high-level administrative positions in business administration or finance.

OR

B. A bachelor’s degree from an accredited college or university in business administration, accounting, finance, or a related field AND a certified public accountant’s license AND five years of increasingly responsible management experience in high-level administrative positions in business administration or finance.

OR

C. A bachelor’s degree from an accredited college or university in business administration, accounting, finance, or a related field AND seven years of increasingly responsible management experience in high-level administrative positions in business administration or finance.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:
Seeing to review financial documents
Hearing and speaking to communicate with District staff
Sitting for extended periods of time