MEETING AGENDA FOR AUGUST 31, 2015
5:30 p.m.

Thomas G. Lakin Board Room
District Administrative Center
255 W. Stanley Ave, Suite 150
Ventura, CA 93001

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

4. MINUTES
   Personnel Commission Meeting – June 18, 2015 (second review)
   Personnel Commission Meeting – August 6, 2015

5. CORRESPONDENCE
   None

6. OLD BUSINESS
   None

7. REPORTS
   A. Classified Employees Representative’s Report
   B. Board of Trustees Meeting Report
   C. Director’s Report
      • Current Recruitments Report
      • Positions Filled & Pending Report
      • Upcoming Recruitments Reports
      • Classification Studies Report
   D. Commissioners’ Reports

8. DISCUSSION OF JOINT PERSONNEL COMMISSION AND BOARD OF TRUSTEES MEETING

9. DISCUSSION OF PERSONNEL COMMISSIONER SELECTION PROCESS
   Joint appointment of Personnel Commissioner for 2016-2018

10. TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION
    A. Executive Assistant / Confidential
       Title change to: Executive Assistant to the Vice Chancellor (Confidential)
B. Director of Administrative Relations
   Title change to: Director of Communications and Chief of Staff

11. **REVISION OF CLASSIFICATION SPECIFICATION**
   A. Grounds Maintenance Worker
   B. Vice Chancellor, Business and Administrative Services

12. **RECESS TO CLOSED SESSION**
   None

13. **RECONVENE IN OPEN SESSION**
   N/A

14. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

15. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**
   The date and time of the next regularly scheduled meeting of the Personnel Commission is September 17, 2015, at 5:30 p.m. The meeting will take place in the Black Box Theater at Oxnard College at 400 South Rose Avenue, Oxnard, California.

16. **ADJOURNMENT**

   Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 or at the Personnel Commission meeting.

   Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of Michael Arnoldus, Director of Employment Services/Personnel Commission
   Ventura County Community College District
   255 West Stanley Avenue, Suite 150
   Ventura, CA 93001
   (805) 652-5521
# Director’s Report

**August 3, 2015 – August 25, 2015**

## Current Classified Selection Processes

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Number of Applications</th>
<th>Location</th>
<th>Open Date</th>
<th>Closing Date</th>
<th>Type of Exam</th>
<th>T&amp;E Completed By</th>
<th>Written / Performance Exam Date</th>
<th>Oral Exam Date</th>
<th>Anticipated Certification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions &amp; Records Technician</td>
<td>69</td>
<td>MC</td>
<td>7/10/15</td>
<td>7/26/15</td>
<td>In-Basket Exercise/Technical Interview</td>
<td>N/A</td>
<td>8/12/15</td>
<td>8/27/15</td>
<td>8/31/15</td>
</tr>
<tr>
<td>Curriculum Technician</td>
<td>49</td>
<td>MC</td>
<td>6/24/15</td>
<td>7/21/15</td>
<td>Written Test/Technical Interview</td>
<td>N/A</td>
<td>8/3/15</td>
<td>8/28/15</td>
<td>9/1/15</td>
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<tr>
<td>Director of College Information Technology Services</td>
<td>25</td>
<td>MC</td>
<td>6/29/15</td>
<td>7/20/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>7/27/15</td>
<td>N/A</td>
<td>9/17/15</td>
<td>9/21/15</td>
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<tr>
<td>Financial Aid Specialist</td>
<td>47</td>
<td>MC</td>
<td>7/31/15</td>
<td>8/16/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>8/24/15</td>
<td>N/A</td>
<td>9/7/15 – 9/11/15</td>
<td>9/15/15</td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>33</td>
<td>DAC</td>
<td>6/26/15</td>
<td>8/2/15</td>
<td>Written Test/Technical Interview</td>
<td>N/A</td>
<td>8/10/15</td>
<td>9/3/15</td>
<td>9/7/15</td>
</tr>
<tr>
<td>Grounds Maintenance Worker</td>
<td>0 (not opened)</td>
<td>VC</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Human Resources Analyst I</td>
<td>7</td>
<td>DAC</td>
<td>8/19/15</td>
<td>9/13/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>9/21/15</td>
<td>N/A</td>
<td>9/28/15 – 10/2/15</td>
<td>10/6/15</td>
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<tr>
<td>Human Resources Analyst II</td>
<td>2</td>
<td>DAC</td>
<td>8/19/15</td>
<td>9/13/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>9/21/15</td>
<td>N/A</td>
<td>9/28/15 – 10/2/15</td>
<td>10/6/15</td>
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<tr>
<td>Human Resources Technician II</td>
<td>3</td>
<td>DAC</td>
<td>8/18/15</td>
<td>9/2/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>9/10/15</td>
<td>N/A</td>
<td>9/21/15 – 9/25/15</td>
<td>9/29/15</td>
</tr>
<tr>
<td>Job Title</td>
<td>Number of Applications</td>
<td>Location</td>
<td>Open Date</td>
<td>Closing Date</td>
<td>Type of Exam</td>
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<td>Oral Exam Date</td>
<td>Anticipated Certification Date</td>
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<tr>
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<tr>
<td>Instructional Lab Technician I – Automotive</td>
<td>0</td>
<td>VC</td>
<td>8/24/15</td>
<td>9/20/15</td>
<td>Performance Test/Technical Interview</td>
<td>N/A</td>
<td>10/9/15</td>
<td>10/23/15</td>
<td>10/27/15</td>
</tr>
<tr>
<td>Instructional Lab Technician I – Automotive</td>
<td>0</td>
<td>OC</td>
<td>8/24/15</td>
<td>9/20/15</td>
<td>Performance Test/Technical Interview</td>
<td>N/A</td>
<td>10/9/15</td>
<td>10/23/15</td>
<td>10/27/15</td>
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<tr>
<td>Instructional Lab Technician II – Nursing</td>
<td>5</td>
<td>MC</td>
<td>6/29/15</td>
<td>8/17/15</td>
<td>Technical Interview</td>
<td>N/A</td>
<td>N/A</td>
<td>8/27/15</td>
<td>8/28/15</td>
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<tr>
<td>Instructional Lab Technician II – Sciences</td>
<td>0</td>
<td>OC</td>
<td>TBD</td>
<td>TBD</td>
<td>Training &amp; Experience/Technical Interview</td>
<td>TBD</td>
<td>N/A</td>
<td>TBD</td>
<td>TBD</td>
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<tr>
<td>Office Assistant</td>
<td>98</td>
<td>OC</td>
<td>8/20/15</td>
<td>9/4/15</td>
<td>Written Test/Technical Interview</td>
<td>N/A</td>
<td>9/14/15-9/24/15</td>
<td>10/5/15-10/9/15</td>
<td>10/13/15</td>
</tr>
<tr>
<td>Senior Payroll Technician</td>
<td>11</td>
<td>DAC</td>
<td>7/17/15</td>
<td>8/2/15</td>
<td>Technical Interview</td>
<td>N/A</td>
<td>N/A</td>
<td>8/31/15</td>
<td>9/2/15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Instructional Lab Technician II – Physical &amp; Applied Sciences</td>
<td>0</td>
<td>VC</td>
<td>8/24/15</td>
<td>9/20/15</td>
<td>Performance Test/Technical Interview</td>
<td>N/A</td>
<td>10/9/15</td>
<td>10/23/15</td>
<td>10/27/15</td>
</tr>
<tr>
<td>Jennifer Cook</td>
<td>0</td>
<td>OC</td>
<td>8/24/15</td>
<td>9/20/15</td>
<td>Performance Test/Technical Interview</td>
<td>N/A</td>
<td>10/9/15</td>
<td>10/23/15</td>
<td>10/27/15</td>
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<tr>
<td>Sophia Crocker</td>
<td>5</td>
<td>MC</td>
<td>6/29/15</td>
<td>8/17/15</td>
<td>Technical Interview</td>
<td>N/A</td>
<td>N/A</td>
<td>8/27/15</td>
<td>8/28/15</td>
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<tr>
<td>Janet Dawald</td>
<td>0</td>
<td>OC</td>
<td>TBD</td>
<td>TBD</td>
<td>Training &amp; Experience/Technical Interview</td>
<td>TBD</td>
<td>N/A</td>
<td>TBD</td>
<td>TBD</td>
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<tr>
<td>Nubia Lopez-Villegas</td>
<td>98</td>
<td>OC</td>
<td>8/20/15</td>
<td>9/4/15</td>
<td>Written Test/Technical Interview</td>
<td>N/A</td>
<td>9/14/15-9/24/15</td>
<td>10/5/15-10/9/15</td>
<td>10/13/15</td>
</tr>
<tr>
<td>Rachel Marchioni</td>
<td>11</td>
<td>DAC</td>
<td>7/17/15</td>
<td>8/2/15</td>
<td>Technical Interview</td>
<td>N/A</td>
<td>N/A</td>
<td>8/31/15</td>
<td>9/2/15</td>
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**Current Classified Positions Filled**

<table>
<thead>
<tr>
<th>Employees Hired</th>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracie Bosket</td>
<td>Instructional Technologist</td>
<td>MCU463</td>
<td>Moorpark</td>
<td>Probationary</td>
<td>08/03/15</td>
</tr>
<tr>
<td>Jennifer Cook</td>
<td>Senior Administrative Assistant</td>
<td>VCU153</td>
<td>Ventura</td>
<td>Probationary (promotion)</td>
<td>08/24/15</td>
</tr>
<tr>
<td>Sophia Crocker</td>
<td>Senior Human Resources Analyst</td>
<td>DSC038</td>
<td>DAC</td>
<td>Probationary (promotion)</td>
<td>08/10/15</td>
</tr>
<tr>
<td>Janet Dawald</td>
<td>Technical Data Specialist</td>
<td>XCU101</td>
<td>Oxnard</td>
<td>Probationary</td>
<td>08/05/15</td>
</tr>
<tr>
<td>Nubia Lopez-Villegas</td>
<td>Human Resources Technician II (Confidential)</td>
<td>DCC128</td>
<td>DAC</td>
<td>Probationary</td>
<td>08/12/15</td>
</tr>
<tr>
<td>Rachel Marchioni</td>
<td>Program Specialist – Career &amp; Technical Education</td>
<td>VCU357</td>
<td>Ventura</td>
<td>Probationary</td>
<td>08/03/15</td>
</tr>
<tr>
<td>Amparo Medina</td>
<td>Administrative Assistant</td>
<td>XCU373</td>
<td>Oxnard</td>
<td>Probationary</td>
<td>08/13/15</td>
</tr>
<tr>
<td>Michael Oxford</td>
<td>Information Technology Support Specialist II</td>
<td>VCU069</td>
<td>Ventura</td>
<td>Probationary</td>
<td>08/03/15</td>
</tr>
<tr>
<td>Elmar Palma</td>
<td>Instructional Lab Technician II – Physical &amp; Applied Sciences</td>
<td>VCU097</td>
<td>Ventura</td>
<td>Probationary</td>
<td>08/24/15</td>
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</tbody>
</table>
### Current Classified Positions Filled

<table>
<thead>
<tr>
<th>Employees Hired</th>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Paxton</td>
<td>College Nurse</td>
<td>XCU396</td>
<td>Oxnard</td>
<td>Probationary</td>
<td>08/17/15</td>
</tr>
<tr>
<td>John Pena</td>
<td>Carpenter</td>
<td>XCU102</td>
<td>Oxnard</td>
<td>Probationary</td>
<td>08/24/15</td>
</tr>
<tr>
<td>Rosalva Stutts</td>
<td>Counselor Assistant</td>
<td>VCU067</td>
<td>Ventura</td>
<td>Probationary</td>
<td>08/17/15</td>
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</table>

### Current Classified Positions Pending

<table>
<thead>
<tr>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Counselor Assistant</td>
<td>VCU054</td>
<td>VC</td>
</tr>
<tr>
<td>Counselor Assistant</td>
<td>VCU092</td>
<td>VC</td>
</tr>
<tr>
<td>Electrician</td>
<td>XCU050</td>
<td>OC</td>
</tr>
<tr>
<td>Instructional Lab Technician II – Chemistry</td>
<td>MCU092</td>
<td>MC</td>
</tr>
<tr>
<td>Matriculation Specialist I</td>
<td>XCU399</td>
<td>OC</td>
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<tr>
<td>Matriculation Specialist I</td>
<td>XCU082</td>
<td>OC</td>
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<tr>
<td>Performing Arts Center Technician I</td>
<td>VCU568</td>
<td>VC</td>
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<tr>
<td>Matriculation Specialist II</td>
<td>VCU132</td>
<td>VC</td>
</tr>
<tr>
<td>Matriculation Specialist II</td>
<td>VCU119</td>
<td>VC</td>
</tr>
<tr>
<td>Research Analyst</td>
<td>MCU487</td>
<td>MC</td>
</tr>
<tr>
<td>Student Services Specialist/International Students</td>
<td>MCU145</td>
<td>MC</td>
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<tr>
<td>Tutorial Services Specialist II</td>
<td>MCU137</td>
<td>MC</td>
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<tr>
<td>Vice President of Business Services</td>
<td>MMC063</td>
<td>MC</td>
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<tr>
<td>Upcoming Recruitments</td>
<td></td>
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<tr>
<td>-----------------------</td>
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<tr>
<td><strong>Classification</strong></td>
<td><strong>Position Number</strong></td>
<td><strong>Location</strong></td>
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<tr>
<td>Executive Assistant to the Vice Chancellor</td>
<td>DCU155</td>
<td>DAC</td>
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<tr>
<td>Registrar</td>
<td>VSC119</td>
<td>VC</td>
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<tr>
<td>Tutorial Services Specialist II</td>
<td>XCU052</td>
<td>OC</td>
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<tr>
<td>Vice Chancellor, Business &amp; Administrative Services</td>
<td>DMC031</td>
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<thead>
<tr>
<th>Requested Position Classification Studies</th>
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<tbody>
<tr>
<td><strong>Classification</strong></td>
<td><strong>Location</strong></td>
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<tr>
<td>Administrative Assistant</td>
<td>VC</td>
</tr>
<tr>
<td>Student Services Assistant I</td>
<td>MC</td>
</tr>
<tr>
<td>Matriculation Specialist I</td>
<td>VC</td>
</tr>
<tr>
<td>Instructional Assistant</td>
<td>OC</td>
</tr>
<tr>
<td>Grant Accounting Administrative Assistant</td>
<td>VC</td>
</tr>
<tr>
<td>Maintenance Worker I</td>
<td>VC</td>
</tr>
<tr>
<td>Library Assistant</td>
<td>VC</td>
</tr>
</tbody>
</table>
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT TO THE VICE CHANCELLOR (CONFIDENTIAL)

BASIC FUNCTION:

Under the general supervision of a Vice Chancellor, provide complex administrative support requiring a high level of independence and discretion, relieving the administrator of a variety of clerical, technical, and administrative duties.

REPRESENTATIVE DUTIES:

Serve as liaison between the department and faculty, staff, administrators, students, and the general public; provide general and specialized information and assistance that requires the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures; explain programs, policies, and activities; receive and screen office visitors and telephone callers; coordinate communication and activities with other district departments and personnel, students, educational institutions, vendors, outside organizations, and the public. 

Independently investigate and resolve complaints and provide assistance in resolving non-routine operational and administrative problems.

Gather and synthesize a variety of statistical and financial data; prepare routine and non-routine administrative reports that require the analysis and interpretation of data and provide recommendations; develop, format, and revise technical and statistical charts, graphs, and flowcharts in order to present information.

Plan and organize work activities; recommend improvements to work flow, procedures, and the use of equipment and forms; implement improvements as approved; develop, revise, and maintain standardized and master documents.

Prepare and coordinate the composition and placement of items for cabinet and board agendas, ensuring the information is accurate, complete, and properly categorized and presented.

Arrange and coordinate district-wide meetings which may include multiple colleges, departments, the public, and outside agencies; prepare and distribute agenda packets and correspondence; attend meetings and take, transcribe, and ensure proper distribution of minutes and verbatim transcripts; research background information related to such meetings and initiate necessary actions to ensure resolutions are met; document resolutions from such meetings and conduct any necessary follow-up.

Create, organize, update, and maintain computer-based tracking systems such as databases and statistical spreadsheets used to track, maintain, and present data.

Coordinate and oversee complex and large special events; monitor event budgets and timelines.

Revised August 2015
Manage the calendar of the administrator and related departmental calendars; keep the administrator informed of appointments, priorities, and deadlines through multiple channels and in a timely and efficient manner; arrange travel accommodations as necessary. E

Open, route, and sort correspondence and mail; identify and refer matters to the administrator in order of priority; respond independently to messages of a less urgent or complex nature; draft responses to messages that require review by the administrator. E

Maintain current financial and budget information; monitor budget expenditures; input data and perform various functions in the district’s electronic information systems, such as posting entries in account books, reconciling bank statements, and making deposits as assigned; prepare, review and issue check requests as required. E

Proofread, verify, and review a variety of material and reports for accuracy, completeness, and conformance to applicable policies, procedures, rules, and regulations. E

Prepare, compose, and edit a variety of correspondence, including confidential material, memoranda, reports, and other materials. E

Prepare and submit information for approval items related to the daily business of the administrator. E

Maintain a variety of complex files and records often involving materials of a confidential nature. E

Maintain confidentiality of records and information, including information regarding board, district, personnel, collective bargaining, student, and controversial matters. E

Train and provide work direction and guidance to others as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, policies, and rules of assigned department
District organization, operations, policies and objectives
Objectives, priorities, and goals of the administrator
Modern office procedures, methods, and equipment, including word processing, database, publishing, and spreadsheet software
Principles and procedures of records management
Principles and practices of fiscal, statistical, and administrative research and report preparation
Principles and practices of business communication
Principles of business letter writing
Rules and procedures governing the notice and conduct of public meetings
Methods and techniques of proper phone etiquette
Principles and practices of customer service and public relations
Principles and practices of budget preparation and administration
Basic data collection and survey methodology
Principles of basic mathematics
English grammar, spelling, and composition
Applicable sections of State Education Code and other applicable laws
Principles and practices of event planning

ABILITY TO:

Exercise initiative and independence of judgment and action
Prepare reports by gathering, organizing, interpreting, and synthesizing data from a variety of sources
Analyze situations accurately and adopt effective courses of action
Analyze, evaluate, and interpret information and data
Establish and maintain a variety of files and records
Plan and organize work to meet changing priorities and deadlines
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Take and transcribe dictation at a speed necessary for successful job performance
Interpret and apply applicable federal, state, and local laws, codes, and regulations
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
Establish and maintain effective working relationships with those contacted in the course of work
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
Communicate clearly and concisely, both orally and in writing
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person
Operate office equipment including computers and supporting word processing, spreadsheet, publishing and database applications
Provide training, guidance, and work direction
Independently prepare correspondence and memoranda from brief instructions
Accurately count, record, and balance assigned transactions

EDUCATION AND EXPERIENCE:

A. A bachelor’s degree AND three years of increasingly responsible administrative support experience

OR

B. An associate degree AND four years of increasingly responsible administrative support experience

OR

C. Graduation from high school or evidence of equivalent educational proficiency AND five years of increasingly responsible administrative support experience
WORKING CONDITIONS:

ENVIRONMENT:
Office environment
Constant interruptions

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard and other office equipment
Sitting for extended periods of time
Hearing and speaking to exchange information on the telephone or in person
Seeing to read and review documents
Reaching to retrieve and file records
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT TO THE VICE CHANCELLOR / (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of a Chancellor, Vice Chancellor, or President, provide complex administrative secretarial support; process administrative details not requiring the immediate attention of the executive, including the preparation of reports, coordination of functions, communication of department policy and other administrative tasks.

Under the general supervision of a Vice Chancellor, provide complex administrative support requiring a high level of independence and discretion, relieving the administrator of a variety of clerical, technical, and administrative duties.

REPRESENTATIVE DUTIES:

Provide complex administrative secretarial support to the administrator, who is responsible for or has direct involvement with collective bargaining matters, relieving the administrator of a variety of clerical, technical and administrative duties; coordinate between the executive and the public, students, staff and other campus officials; assist in resolving issues as appropriate.

Perform complex and responsible administrative assistance duties requiring specialized knowledge of an assigned area of educational administration.

Serve as liaison between the department and faculty, staff, administrators, students, and the general public; provide general and specialized information and assistance that requires the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures; explain programs, policies, and activities; receive and screen office visitors and telephone callers; coordinate communication and activities with other District departments and personnel, students, educational institutions, vendors, and other outside organizations, and the public.

Independently investigate and resolve complaints and provide assistance in resolving non-routine operational and administrative problems.

Gather and synthesize a variety of statistical and financial data; prepare routine and non-routine administrative reports that require the analysis and interpretation of data and provide recommendations; develop, format, and revise technical and statistical charts, graphs, and flowcharts in order to present information.

Plan and organize work activities; recommend improvements to work flow, procedures, and the use of equipment and forms; implement improvements as approved; develop, revise, and maintain standardized and master documents.

Prepare and coordinate the composition and placement of items for Cabinet cabinet agendas and Board board agendas, assuring accuracy and completeness of material submitted, ensuring the information is accurate, complete, and properly categorized and presented.

Revised August 2015
Established November 2007
Arrange and coordinate district-wide meetings which may include multiple colleges, departments, the public, and outside agencies; prepare and distribute agenda packets and correspondence; attend meetings and take, transcribe, and ensure proper distribution of minutes and verbatim transcripts; research background information related to such meetings and initiate necessary actions to ensure resolutions are met; document resolutions from such meetings and conduct any necessary follow-up. 

Create, organize, update, and maintain computer-based tracking systems such as databases and statistical spreadsheets used to track, maintain, and present data.

Coordinate and oversee complex and large special events; monitor event budgets and timelines.

Manage the calendar of the administrator and related departmental calendars; keep the administrator informed of appointments, priorities, and deadlines through multiple channels and in a timely and efficient manner; arrange travel accommodations as necessary.

Open, route, and sort correspondence and mail; identify and refer matters to the administrator in order of priority; respond independently to messages of a less urgent or complex nature; draft responses to messages that require review by the administrator; receive visitors; schedule appointments; screen visitors and telephone calls and refer to appropriate staff members.

Maintain current financial and budget information; monitor budget expenditures; input data and perform various functions in the district’s electronic information systems, such as posting entries in account books, reconciling bank statements, and making deposits as assigned; prepare, review and issue check requests as required.

Review and proof files, forms, records, documents and contracts; proofread, verify, and review a variety of material and reports for accuracy, completeness, and conformance to applicable policies, procedures, rules, and regulations.

Assist the administrator in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs.

Provide administrative support to Board subcommittees as required.

Collect and compile statistical and financial data and other information for inclusion to special and periodic reports; prepare special reports as necessary; research information and establish appropriate formats.

Initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; schedule and confirm appointments and meetings and maintain administrator's calendar; arrange travel accommodations as necessary.

Provide information and assistance in person or by telephone regarding assigned program, established practices, policies and procedures to the faculty, staff, administrators, students and the general public.

Input data and perform various functions on the District’s computer system; update budget and various computerized files.
Prepare, compose, and edit a variety of correspondence, including confidential material, memoranda, reports, and other materials; compose and edit correspondence; record and transcribe minutes from a variety of meetings. 

Prepare and submit information for approval items related to the daily business of the administrator.

Provide general administrative support to the executive leadership at the District, such as liaison with the Vice Chancellor, assisting with meeting preparation, correspondence, etc.

Maintain a variety of complex files and records often involving materials of a confidential nature.

Maintain confidentiality of records and information, including information regarding Board, District, personnel, collective bargaining, student, or controversial matters.

Train and provide work direction and guidance to others as assigned.

Operate a variety of office equipment, including a computer, typewriter, FAX machine, and copier.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Organization, policies and rules of assigned administrative office
- Modern office practices, procedures and equipment
- Statistical, financial and narrative record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- District organization, operations, policies and objectives
- Oral and written communications skills
- Applicable sections of State Education Code and other applicable laws
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette
- Public relations techniques

- Organization, policies, and rules of assigned department
- District organization, operations, policies and objectives
- Objectives, priorities, and goals of the administrator
- Modern office procedures, methods, and equipment, including word processing, database, publishing, and spreadsheet software
- Principles and procedures of records management
- Principles and practices of fiscal, statistical, and administrative research and report preparation
- Principles and practices of business communication
- Principles of business letter writing
- Rules and procedures governing the notice and conduct of public meetings
- Methods and techniques of proper phone etiquette
- Principles and practices of customer service and public relations
Principles and practices of budget preparation and administration
Basic data collection and survey methodology
Principles of basic mathematics
English grammar, spelling, and composition
Applicable sections of State Education Code and other applicable laws
Principles and practices of event planning

ABILITY TO:

Process administrative details not requiring the immediate attention of the Vice Chancellor, including the preparation of reports, coordination of functions, communication of department policy and other administrative tasks
Interpret, apply and explain rules, regulations, policies and procedures
Type at 60 words net per minute from clear copy
Transcribe accurately
Use modern computer software applications
Work independently with little direction
Establish and maintain effective working relationships with others
Meet schedules and time lines
Prepare reports by gathering and organizing data from a variety of sources
Work confidentially with discretion
Analyze situations accurately and adopt an effective course of action
Communicate effectively both orally and in writing
Work efficiently with many interruptions
Operate a variety of office equipment such as typewriters, computer terminals, calculators, copiers and word processors
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
Make arrangements for meetings and conferences
Maintain a variety of files, records and logs
Plan and organize work

Exercise initiative and independence of judgment and action
Prepare reports by gathering, organizing, interpreting, and synthesizing data from a variety of sources
Analyze situations accurately and adopt effective courses of action
Analyze, evaluate, and interpret information and data
Establish and maintain a variety of files and records
Plan and organize work to meet changing priorities and deadlines
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Take and transcribe dictation at a speed necessary for successful job performance
Interpret and apply applicable federal, state, and local laws, codes, and regulations
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
Establish and maintain effective working relationships with those contacted in the course of work
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
Communicate clearly and concisely, both orally and in writing
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person
Operate office equipment including computers and supporting word processing, spreadsheet,
publishing and database applications
Provide training, guidance, and work direction
Independently prepare correspondence and memoranda from brief instructions
Accurately count, record, and balance assigned transactions

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in secretarial science and office equipment and four years increasingly responsible administrative assistance experience.

A. A bachelor’s degree AND three years of increasingly responsible administrative support experience

OR

B. An associate degree AND four years of increasingly responsible administrative support experience

OR

C. Graduation from high school or evidence of equivalent educational proficiency AND five years of increasingly responsible administrative support experience

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time
Reaching above the shoulders and horizontally to retrieve files and supplies
Lifting moderately heavy objects
Dexterity of hands and fingers to operate a computer keyboard and other office equipment
Sitting for extended periods of time
Hearing and speaking to exchange information on the telephone or in person
Seeing to read and review documents
Reaching to retrieve and file records
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: DIRECTOR OF COMMUNICATIONS AND CHIEF OF STAFF

BASIC FUNCTION:

The Director of Communications and Chief of Staff serves as the primary liaison to the Chancellor with responsibility for coordinating communications between the Board of Trustees, Chancellor, colleges, staff, and the community. The position also directs, coordinates, and oversees a variety of administrative, analytical, and communication activities for the Office of the Chancellor.

REPRESENTATIVE DUTIES:

Perform high level analysis and advise the Chancellor on a broad range of complex issues; identify issues that may impact the District, including existing and proposed federal, state, and location legislation and assist the Chancellor in identifying and executing appropriate courses of action, including developing policy language to reflect the position of the Board and District on matters of local and statewide policy; advise the governing board, Chancellor, and district administrators on regulations, policies, procedures, and pending legislation. 

Assist the Chancellor with the development and maintenance of the District’s strategic plan as it pertains to the governing board’s goals and objectives; implement and monitor district-wide activities related to the strategic plan; coordinate governing board and Chancellor strategic planning and evaluation activities, including review and modification of district-wide goals; direct the annual review of Board goals and objectives and facilitate success measurement activities to establish new goals and areas for improvement.

Provide administrative leadership for district-wide accreditation-related activities and initiatives in collaboration with the colleges; serve as the District Accreditation Liaison Officer (ALO) with the Accrediting Commission for Community and Junior Colleges (ACCJC) and in collaboration with the colleges.

Serve as primary media spokesperson for the district; develop communication pieces such as newsletters, news briefs, Chancellor's updates, profiles, and reports.

Coordinate and develop media relations and marketing services for the District utilizing newspapers, radio, television, websites, social media, and other media; establish and develop network relations to facilitate community support for the District’s actions and objectives.

Plan, direct, and supervise the operations of the Office of the Chancellor, including designated staff, to ensure a timely response to the needs and requests of the governing board, Chancellor, staff, and community; coordinate the formal flow of communication between the governing board, Chancellor, colleges, staff, and community.

Oversee the development of the agenda for governing board meetings in accordance with applicable laws; ensure all legal document filings are accomplished in a timely manner; prepare transmittals to the Board and write issue status reports; communicate Board agenda concerns to appropriate staff and coordinate responses for meeting preparation.

Revised September 2015
Established June 2006
DIRECTOR OF COMMUNICATIONS AND CHIEF OF STAFF (continued)

Attend all meetings of the governing board, cabinet, Chancellor's staff, and others to ensure that the flow of communication with the Board and the execution of assignments are timely and accurate; facilitate discussion and analyze the impact of internal and external decisions on students, staff, faculty, and the community.  

Develop and maintain District policies and administrative procedures as requested by the Chancellor.  

Develop and maintain a communication and community participation plan and process designed to foster understanding between the Board, the District Administrative Center staff, the colleges, and constituents and between local legislators, county executives, and the governing board.  

Research and compile information for speeches, presentations, biographical sketches, and candidacy brochures for election to state and national boards and committees.  

Represent the Board and Chancellor’s interests as directed, including participating on committees and attending meetings and events within the community.  

Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Master’s degree in business, communications, public administration, or related field and three years of experience developing, promoting, and facilitating a communications program for a public legislative body, including experience directing and supervising an executive office of a large organization.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Activities and operations of local, state, and federal legislative bodies  
Information resources, such as Board Policy Manual, Title V California Code of Regulations, California Education Code, and related laws and regulations  
Public relations principles, practices, and techniques  
Public speaking techniques  
Functions and operations of an administrative office  
District organization, operations, policies, and objectives  
Methods and techniques of research, analysis, and data-driven decision making  
Media functions and relations  
Principles of supervision, training, and performance evaluation  
Principles of strategic planning  
Office procedures, methods, and equipment  
Office productivity computer applications including word processing, spreadsheet, email, presentation, and database applications  
Principles of English grammar, spelling, and composition  
Principles of business letter writing and report preparation  
Principles and procedures of record keeping
ABILITY TO:

Represent the Chancellor and the Board on local and legislative matters
Interpret and apply applicable federal, State, and local policies, laws, and regulations
Develop and administer goals, objectives, and procedures
Plan, organize, direct, and coordinate the work of staff
Analyze and evaluate programs, policies, and operational needs
Identify and respond to sensitive community and organizational issues, concerns, and needs
Implement and facilitate organizational change
Make difficult decisions which may have districtwide impact
Analyze situations accurately and adopt an effective course of action
Exercise initiative and independence of judgment and action
Manage and coordinate multiple projects simultaneously
Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications
Prepare and deliver effective oral presentations
Communicate effectively, both orally and in writing
Work independently and as part of a team
Communicate policies, guidelines, regulations and laws to staff, students, and the public
Establish and maintain effective working relationships with those encountered in the course of work
Read, interpret, apply, and explain laws, regulations, policies, and procedures
Prepare clear, concise, and comprehensive reports
Prepare clear and comprehensive reports and maintain complex records
Work confidentially with discretion
Lead, motivate, train, supervise, and evaluate staff
Research, collect, compile, and analyze information
Produce documents and publications from ideas to completion

WORKING CONDITIONS:

ENVIRONMENT:

Office environment with frequent interruptions

PHYSICAL ABILITIES:

Hearing and speaking to communicate with others
Sitting for extended periods of time
Seeing to screen, interpret, and prepare materials for the Chancellor, governing board, and others as appropriate
Reaching to file and maintain documents, reports, and publications
CLASSIFICATION TITLE: DIRECTOR OF ADMINISTRATIVE RELATIONS

BASIC FUNCTION:

Under the direction of the Chancellor, plan, direct and supervise the Office of the Chancellor; coordinate the formal flow of communications between the governing board, chancellor, colleges, staff, and the community; facilitate chancellor's service to the board through regular transmittal of information on district matters and through the preparation of position papers, proposed policy language, agenda action items, or staff reports; serve as custodian of record for the legal confidential records of the governing board; facilitate an informative and supportive relationship between the board, community and the community college district constituents.

REPRESENTATIVE DUTIES:

Direct and supervise the operations of the chancellor's office to insure a timely response to the needs and requests of the governing board, the chancellor, the staff, and the community. E

Oversee the development of the agenda for governing board meetings; ensure compliance with applicable laws; ensure all legal document filings required by the office are accomplished in a timely manner. E

Prepare transmittals to the board and write issue status reports, develop informing language, or edit information received from administrators. E

Research issues and develop position papers on district or legislative issues as determined by the needs of the governing board and the chancellor/staff. E

Develop and maintain a communication plan and process designed to foster understanding between the Board, the District Administrative Center staff, the colleges, and constituents. E

Develop and maintain a communication process that will foster the relationship between local legislators, county executives, and the governing board; develop resolutions on proposed statewide issues or develop proposed policy language that will reflect the position of the board or district on matters of statewide policy. E

Develop communication pieces such as newsletters, news briefs, chancellor's update; and profile/reports of the college district. E

Coordinate and assure continuing focus on governing board and chancellor planning and evaluation activities, including review and modification of district-wide goals. Direct the annual review of board goals and objectives and facilitate success measurement activities to establish new goals and areas for improvement. E

Develop staff assignments based on requests from the board or chancellor; research and prepare draft reports, follow through to completion of reports from staff. E
DIRECTOR OF ADMINISTRATIVE RELATIONS (continued)

Communicate board agenda concerns to appropriate staff and coordinate responses for meeting preparation. E

Attend all meetings of the governing board, cabinet, chancellor's staff, and others as appropriate, to assure that the flow of communication with the board is timely and accurate; facilitate discussion and analyze the impact of internal and external decisions on students, staff, faculty, and the community. E

Represent the governing board or the chancellor on committees or at meetings within the community. E

Research and draft information for speeches, presentations, candidacy brochures for election to state and national boards and committees, and biographical sketches. E

Develop a board orientation process providing historical data on issues before the board to assist new members in becoming acquainted with the district and allow them to make fully informed decisions. E

Coordinate and develop media relations and marketing services for the district utilizing newspapers, radio, television and other media; establish and develop network relations to facilitate community support of district’s actions and objectives. E

Serve as primary media spokesperson for the district; represent the board’s and the chancellor’s interests as directed. E

Supervise and evaluate chancellor’s office staff. E

Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Master’s degree in Business, Communications, Public Administration, or related field, plus three years experience developing, promoting and facilitating a communications program for a public legislative body. Considerable experience directing and supervising an executive office of a large organization.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Activities and operation of local, state and federal legislative bodies
Information resources, such as Board Policy Manual, Title V California Code of Regulations, California Education Code, and related laws and regulations
Public relations principles, practices and techniques
Public speaking techniques
Dealing with individuals with diverse backgrounds and cultures
Functions and operation of an administrative office
District organization, operations, policies, and objectives
Basic research methods
DIRECTOR OF ADMINISTRATIVE RELATIONS (continued)

Oral and written communication skills
Interpersonal skills using tact, patience and diplomacy
Media functions and relations
Principles and practices of management
Operation of a computer and assigned software

ABILITY TO:

Represent the chancellor and the board on local and legislative matters
Think analytically and independently
Promote and facilitate discussion
Respond quickly and appropriately to sensitive situations
Arrange and coordinate various activities
Operate a computer and assigned software
Plan and conduct oral presentations
Communicate effectively orally and in writing
Work independently with little direction
Communicate policies, guidelines, regulations and laws to staff, students and public
Establish and maintain cooperative and effective working relationships with others
Maintain confidentiality of records
Read, interpret, apply and explain regulation, policies and procedures
Prepare clear and comprehensive reports and maintain complex records
Establish and maintain effective and cooperative working relationships with others
Meet the public in situations requiring tact, diplomacy and discretion
Plan and organize work
Meet schedules and time lines
Work confidentially with discretion
Train, supervise, and evaluate personnel
Research projects with minimal direction and supervision
Produce documents and publications from ideas to completion

WORKING CONDITIONS:

ENVIRONMENT:

Office environment with frequent interruptions

PHYSICAL ABILITIES:

Hearing and speaking to communicate with others
Sitting for extended periods of time
Seeing to screen, interpret and prepare materials for the chancellor, governing board, and others as appropriate
Reaching to file and maintain documents, reports and publications

Established June 2006
CLASS TITLE: GROUNDS MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of a Grounds Maintenance Supervisor, perform a variety of grounds keeping tasks for an assigned area of a campus; assist grounds maintenance crews as assigned for large-scale grounds maintenance projects.

REPRESENTATIVE DUTIES:

- Plant, cultivate, prune, fertilize and irrigate flowers, trees, shrubs and lawns. E
- Operate motorized equipment such as mowers, hedgers, trucks, tractors and sweepers. E
- Irrigate and cultivate around trees, shrubs and hedges; trim and prune trees, shrubs and hedges. E
- Perform a variety of regular maintenance to grounds such as trash pick-up and removal, weeding, raking and maintaining assigned areas in a clean and orderly condition. E
- Plant new lawns, trees, shrubs, hedges and flowers. E
- Spray landscaped areas with herbicide; prepare mixtures in proper proportions as directed; maintain related records; prepare paperwork related to pesticide usage. E
- Repair, replace, and service sprinkler heads; inspect functioning of sprinklers and report malfunctioning sprinkler systems to supervisor. E
- Prepare and maintain track and athletic fields for athletic events. E
- Locate, trap and bait rodents.
- Assist in the resurfacing of asphalt; mix and pour cement.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools and equipment used in grounds maintenance and gardening work
Operation and uses of power grounds equipment
Appropriate safety precautions and procedures
ABILITY TO:

Perform general grounds maintenance and gardening work
Perform heavy manual labor
Use the tools and equipment of the grounds maintenance area skillfully and safely
Operate grounds maintenance equipment
Mix chemicals according to directions of supervisor
Work cooperatively with others
Establish and maintain effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and some gardening or grounds maintenance experience.

One year of gardening or grounds maintenance experience in a commercial or public setting, including experience operating blowers, mowers, weeders, hedgers, and edgers

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment
Driving a vehicle to conduct work

PHYSICAL ABILITIES:

Lifting heavy objects
Dexterity of hands and fingers to operate a variety of specialized grounds equipment and power and hand tools
Reaching overhead, above the shoulders and horizontally
Standing for extended periods of time
Walking over rough or uneven surfaces
Bending at the waist
Kneeling or crouching
Digging
Carrying, pushing and pulling grounds maintenance equipment

HAZARDS:

Exposure to adverse weather conditions, dust, dirt, chemical fumes, pollen, and working around and with machinery having moving parts
Exposure to chemicals associated with pesticide and herbicide spraying
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.
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 preferably in business administration, accounting, finance, management, public administration, higher education leadership 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 preferably in business administration, accounting, finance, management, public administration, higher education leadership, 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 preferably in business administration, accounting, finance, management, public administration, higher education leadership, or a related field AND seven nine 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