

**DIRECTOR OF BUSINESS SERVICES
Los Medanos College**

DEFINITION

The Director of Business Services serves in a staff relationship to the President, providing assistance and advice in the planning and supervision of all business and financial affairs of the campus, including classified personnel and physical services.

RESPONSIBILITIES

The Director of Business Services is primarily responsible for the following activities:

Coordinating the detail and processing of annual college budget preparation with the College President, campus Deans, and organizational unit managers.

Monitoring campus expenditures to assure appropriate budget administration for the campus as a whole.

Supervising the processing of all requisitions for services, supplies, and equipment for the campus.

Supervising all campus detailed accounts and records involving the collection and disbursement of College funds including the issuance and collection of student loans and grants, and petty cash.

Coordinating the use of all campus facilities by on-campus or off-campus groups and organizations.

Establishing and supervising activities related to records maintenance, recruiting, selecting, evaluating, disciplining and grievance processing for all classified personnel; and developing and implementing personnel policies, procedures and employee in-service programs.

Providing general supervision of custodial upkeep of College buildings.

Supervising the maintenance of all necessary records related to the business affairs of the College and preparing any reports for District, state, and federal agencies, as requested by the President or required by law. Consulting with management staff in developing externally funded projects and providing budgetary information.

Providing general supervision for the Central Services support area including instructional word processing services, printing of instructional and administrative materials, campus telephone services and mail services.

Consulting with the Director of Facilities Maintenance regarding maintenance of the physical plant; with the District Chief of Police Services in the development of police and security services to provide for the protection of College property and the safety of students, staff and others using campus facilities; and with the Hotel and Restaurant Management faculty to develop and assure an efficient and economic food service operations.

Supervising campus payroll preparation and input for classified, certificated, hourly, and student employees of the College.

Ensuring compliance with applicable statutes, regulations, internal accounting, purchasing, payroll, and fiscal reporting policies and procedures.

(over)

RESPONSIBILITIES (CONTINUED)

Developing, implementing, evaluating, and revising campus policies and procedures to ensure the effective and efficient delivery of business services to the College.

Performing other duties as assigned.

REPORTING RELATIONSHIPS

The Director of Business Services reports to the President.

Positions directly responsible to the Director of Business Services are Custodial Manager, Central Services Manager and designated classified personnel.

MINIMUM QUALIFICATIONS

Possession of a Bachelor's degree in business or a related field or an A.A. degree or equivalent plus three (3) years of full-time administrative and fiscal experience.

Two (2) years of successful full-time management experience.

DESIRABLE QUALIFICATIONS

Knowledge, skills, abilities and leadership characteristics to perform successfully the duties and responsibilities of a Director of Business Services.

Ability to plan, direct, and carry out fiscal and management programs.

Broad and progressively responsible experience in the business or fiscal operations of a community college.

Knowledge of:

- Accounting, auditing, budgeting, facilities operation, and personnel administration.
- The relationship and interaction of a community college and the varied communities, special interest groups, and public agencies it serves.

Knowledge of or the ability to understand:

- The purposes, goals, and directions of a community college.
- The Education Code and other state, federal, and local regulations as they apply to the management of the business services of a college.

Experience in:

- Computerized accounting and budgeting and the relationship of finance to the District operation and to the State of California laws.
- The development and sponsoring of employee in-service programs.