

VICE PRESIDENT, BUSINESS AND ADMINISTRATIVE SERVICES

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials/Administrators	Management	M11	02/27/19	Classified Management	1 of 3

DEFINITION: Under general administrative direction of a College President, serves as a campus Assistant Chief Executive Officer (CEO), overseeing budget development, fiscal operations, fiscal accountability, facilities management, major construction and renovation projects, campus information technology, central cashiering, bookstore, business office, campus human resources, campus payroll, campus accounting, custodial, food services, building grounds, maintenance, and other duties as assigned. May serve as the acting College CEO in the absence of the College President.

DISTINGUISHING CHARACTERISTICS: A Vice President oversees academic, student affairs and/or support services programs for a college in the District and serves as an Assistant Chief Executive Officer for the campus. Incumbents receive very high level direction from the College President. The President reports directly to the District Chancellor and is the Chief Executive Officer of the College, and thus is responsible for the entire delivery of educational and other services provided by the College.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

- Serves as an Assistant Chief Executive Officer and Chief Business Officer for a college in the District, overseeing budget development, fiscal operations, fiscal accountability, facilities management, major construction and renovation projects, campus information technology, central cashiering, bookstore, business office, campus human resources, campus payroll, campus accounting, custodial, food services, building grounds, maintenance, and other duties as assigned.
- Provides vision and leadership for a diverse, dynamic and innovative community of managers, faculty, staff and students.
- Provides overall leadership in the area of business and administrative services programs, ensuring that the instructional, student, and/or support services programs reflect the educational philosophy and institutional goals of the College and the District.
- Ensures that accreditation standards are met.
- Plans, directs, and oversees the financial, human resources, risk management, and information technology functions of the college.
- Develops, manages, and oversees College's budget and all funds.
- Allocates or assists in allocation of financial resources to accomplish college educational mission and goals in accordance with established budget processes.
- Interprets and analyzes pertinent educational and financial laws, legislation, policies, regulations and procedures to determine impact on the College and to formulate compliance and reporting strategies.
- Develops, recommends and carries out comprehensive policies and programs for managing the College's business and administrative activities in accordance with College and District missions and goals.
- Provides in-service training programs for staff on policies, work methods, materials, customer service, equipment, and work safety.
- Serves as College Equal Employment Officer and College Safety Officer; ensures compliance with all pertinent labor laws and collective bargaining agreements.
- Ensures campus safety with students, staff, and the public.
- Oversees the hiring processes and payroll functions for College managers, supervisors, faculty and classified staff.
- Ascertains and meets College and community educational and financial needs by communicating effectively with managers, supervisors, faculty and staff and the service area community.
- Actively participates in and supports College shared governance components and activities and other collaborative processes.
- Assists in the development and maintenance of the assigned college's educational strategic plan.
- Develops and participates in College and District planning processes to assure articulation between financial planning goals and objectives and those of other College and District organizational units.
- Supports a climate that promotes innovation and improved service to students and the community; cooperates with area staff, faculty and other managers to develop processes that are student-friendly and supportive of student success.



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- Manages and participates in the continued evaluation and improvement of assigned College-wide business and administrative programs and services.
- Oversees and coordinates new construction, remodeling, grounds renovation, maintenance, and campus-related projects.
- Oversees research and submission of grant applications and proposals to federal, state, foundation and other funding agencies, to augment college resources for educational programs and services.
- Manages assigned managers, faculty, classified and supervisory staff.
- Assists in the training of assigned managers, supervisory, faculty and classified staff.
- Evaluates assigned managers, supervisors and classified staff.
- Assists in the evaluation of faculty.
- Represents the college on College and District-wide committees and task forces, as well as to community groups, professional organizations, other colleges and K-12 schools.
- Responds to and seeks resolution of complaints arising from assigned divisions and major program area activities, including participating in the process of collective bargaining contract grievances.
- Employs appropriate techniques and strategies to resolve disputes and to enhance communication and cooperation among the members of the College and District communities.
- Travels throughout the District in carrying out responsibilities and functions.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: community college budget procedures, finance, accounting, payroll, human resources, information technology, facilities, buildings and grounds, maintenance, construction management, and equipment; the goals of shared governance; principles and practices of administrative organization and management, planning, supervising and evaluating the work of others, employee motivation and training; applicable federal, state, local, District and College laws, rules and regulations, and collective bargaining contract provisions; complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs; report and presentation writing; the relationship and interaction of a community college and the varied communities, special-interest groups, and public agencies it serves; the purposes, goals and philosophy underlying the delivery of education in a community college setting; budget development and management;

Ability To: Independently perform assigned critical and highly complex senior management level duties with an entrepreneurial spirit and with effectiveness, speed and accuracy; successfully manage people, major college-wide programs and initiatives; effectively oversee college change efforts, problem-solving, short and long-term strategic financial planning processes and financial resources; manage personnel resources of a college, including motivating, developing and directing people; communicate effectively both orally and in writing; use personal computers utilizing typical office software applications, including the Internet; work effectively in a participatory governance environment to accomplish the goals and objectives of the college; communicate effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.

Education/Training: Earned Master's degree or equivalent from an accredited college or university in business administration, accounting, finance, or a related field AND three years of relevant full-time management experience.

OR

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 relevant full-time management experience.



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OR

A Bachelor's degree from an accredited college or university in business administration, accounting, finance, or a related field AND seven years of relevant full-time management experience.

Desirable Qualifications: Depending on the vacancy, a college may request additional job specific desirable qualifications with the approval of the Human Resources Department.

Actions: Newly created classification adopted by the Governing Board on 11/13/2013