



Vice President of Business Services

Class Code:
MC028

Bargaining Unit:

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Established Date: Sep 1, 2004

Revision Date: Jan 22, 2016

SALARY RANGE

\$133,554.96 - \$178,971.00 Annually

BASIC FUNCTION:

Under the general direction of a college President and the administrative oversight of the Vice Chancellor, Business and Administrative Services, a Vice President, Business Services serves as the college's chief financial officer. The Vice President works in conjunction with assigned managers and supervisors; directs, coordinates and supervises various administrative and business service functions of the college, maintenance of the college physical plant, and facilities planning, development, and construction.

REPRESENTATIVE DUTIES:

Perform duties of program budget officer in the allocation and expenditure of district funds; provide for proper accounting of college accounting activities and programs; supervise the development and administration of the college budget. **E**

Monitor expenditures to ensure that budget limits are maintained and ensure the establishment of appropriate internal control procedures; adhere to operational and program guidelines; provide written and oral reports to the college president, management, constituency leaders, and the college faculty and staff as required, as well as to district management. **E**

Maintain accurate records of expenditures for all college program activities; monitor and maintain controls over college cashiering and Student Business Office functions; compile, analyze, audit, and prepare data for periodic and year-end reports. **E**

Oversee various college operations and functions including property maintenance, college

safety, facilities use, reprographics, bookstore, vending operations, campus operations, Student Business Office, student employment, campus telephone, mail, and building security systems; assist with prioritization of college technology services and initiatives; assure compliance with financial/business and contractual obligations.

Ensure district and student body expenditures conform to policies and regulations; maintain records and reports on all areas of responsibility; recommend changes or improvement. **E**

Coordinate the college building, capital construction, facilities and grounds program in conjunction with lead college staff and District Service Center representatives. **E**

Develop and maintain the college Five Year Capital Construction Plan, the Initial and Final Project Proposals (IPP and FPP), the Facilities Master Plan, and development of the project plans. **E**

Work with college faculty and staff in the renovation and construction of facilities; serve as liaison with district administration, architects and contractors to plan, develop, and construct campus facilities. **E**

Oversee development of the college Space Inventory Plan, the Five Year Scheduled Maintenance Plan and submission of the Scheduled Maintenance Project Funding Proposal. **E**

Coordinate and implement the district's risk management program and all programs related to the safety of employees and students. Implement other environmental compliance programs; serve as the college safety officer; monitor and implement projects to meet ADA requirements. **E**

Participate as a member of the management team by providing business and professional advice for use in making decisions and establishing the priorities, goals, and objectives of the college. **E**

Chair or co-chair the college committees responsible for budget planning and allocation of campus financial resources and directly supervise the development and administration of the college budget and campus environment; analyze financial data and recommend optimal use of college resources. **E**

Design, implement, and maintain information and control systems to provide complete, accurate, and timely data for use in formulating and justifying financial, personnel and materials requests. **E**

Serve on district-wide participatory governance and budget development committees. **E**

Participate in hiring, evaluation, retention, or dismissal of members of the Business Services staff and make appropriate recommendations to the College President. **E**

Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination equivalent to:

Education:

A master's degree in business administration, accounting, finance, public administration, or a related field.

Experience:

Five years of management experience with responsibility for the development and administration of complex multi-fund budgets in an organization which requires the understanding and application of fund accounting such as community colleges, public universities, K-12 districts, government agencies, non-profit organizations, credit unions, large private institutions of higher education, and hospitals. Management experience must include supervisory responsibility as well as responsibility for managing/administering at least two of the following line functions:

1. fiscal operations (budget development, budget maintenance, and accounting);
2. facilities construction planning and management, including scheduled maintenance and new construction
OR
facilities maintenance and operations, including buildings, grounds and security operations;
3. auxiliary business services such as cashiering, bookstore, vending, and information technology.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of financial business management, supervision and facilities management
Principles of public administration and accounting management
District organization, operations, policies, and objectives
Oral and written communications skills
Applicable sections of the State Education Code, Health & Safety Codes, local, state, and federal laws, rules, and regulations governing assigned area
Contract law as applicable to California Community Colleges
Complexity of functions and impacts of college operations
Modern office practices, procedures, and equipment, and record-keeping techniques
Personnel management, supervision and training
Finance, budget and accounting management

ABILITY TO:

Relate professional knowledge to the needs and characteristics of the college environment
Understand and interpret labor agreements and district policies and procedures
Understand and follow oral and written directions
Establish and maintain effective working relationships
Plan, schedule, and supervise work
Maintain records and prepare reports
Communicate effectively both orally and in writing with diverse constituencies, within and outside the district
Develop and manage a diverse program area, and offer clear leadership
Manage operations of business and facilities
Establish and maintain effective and cooperative working relationships with administrators,

staff, contractors and other support personnel
Analyze situations accurately and take effective courses of action

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations