POSITION PURPOSE

Reporting to the Chancellor the position provides leadership for the development and implementation of business and fiscal services necessary to support the mission of the District. Provides cost effective business services. Plays a leadership role in the development of both short-and-long-range strategic planning. Plans, organizes, coordinates, directs, and conducts financial, budget, and business related activities; and actively participates in the development and otherwise influences the development of federal, state, and regulatory agency legislation, policies, and procedures that have an impact on the District.

NATURE AND SCOPE

This position is responsible for developing, coordinating, and implementing complex business policy and procedures; making business related divisions within District policy, law, or existing practice, and advising the Chancellor and the Board on fiscal matters.

KEY DUTIES AND RESPONSIBILITIES

1. Direct the fiscal and business operations of the District, including budget preparation and administration, accounting, payroll, risk management, purchasing, grants, investments, and capital financing.

2. Meet with the Chancellor and College presidents to develop financial strategies for the District.

3. Strategize with Business Service managers to plan, organize, coordinate, direct, and manage the functions, activities, and personnel of business service units.

4. Oversee the plans, organization, preparation, and presentation of periodic financial statements and reports that provide information and data concerning district resources and expenditures, as well as the status of Business Services activities.

5. Oversee fiscal analyses, audit responses, product and service assessments, preliminary budget estimates, forecasts, and projects.

6. Prepare narratives to budget, quarterly reports, and other reports pertaining to Business Services.

7. Meet regularly with college managers to assess their needs and offer counsel and advice relative to business services and fiscal issues.

8. Counsel, confer, and advise District and site personnel, and members of the educational community, pertaining to various operational problems, issues, and concerns. Confer with external and internal auditors in the performance of a variety of fiscal and operational audits, and alert appropriate management personnel regarding related issues, findings, and concerns.

9. Strategize, formulate, and recommend policies and procedures to achieve greater efficiency in allocation and uses of resources.

10. Attend open and closed meetings with the Board of Trustees, and provide information, opinions, and recommendations regarding fiscal and business issues.
11. Review and sign District contracts; review and approve certain financial transactions; prepare narratives to budget, quarterly reports, and other reports pertaining to fiscal and business services; responsible for overall administrative responsibility for contractual agreements.

12. Represent the District in appropriate local, state, and national groups; assist in representing the District’s business interests before the California Legislature and regulatory agencies; meet regularly with State Chancellor’s Office personnel, and other Chief Business officers, to gather and assess information pertaining to fiscal and business issues, and to influence the development of public policy.

13. Serve as a member of the Budget Development Advisory Committee, and other appropriate District Committees; serve as consultant to the Foothill-De Anza Foundation, and other District affiliated entities.

14. Participate and assist in the development of, and help conduct in-service trainings for District personnel, on fiscal issues, business service functions, and public policy.

15. Oversee and review the functions of the District’s Safety and Security division; assist in planning a comprehensive security plan for the District.

16. Oversee and review the functions of the Facilities, Operations, and Construction Management area; assure that functions and plans are in compliance with the District’s plans and regulations.

17. Oversee and review the functions in the Purchasing area; assure compliance with District regulations.

18. Supervise and evaluate Business Services managers and assistant, including the Controller, the Director of Budget Operations, the Director of Risk Management, the Director of District Safety and Security, the Director of Purchasing, and the Director of Facilities, Operations, and Construction Management.

19. Support, implement, and promote compliance with the District’s Diversity Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.

20. Assure compliance with the District’s Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

21. Performs other duties, as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Educational institution operations, related laws, regulations, public policies, business, and administrative practices, Educational and governmental accounting, and audit standards and practices.

2. Complex information systems.

3. Federal and state laws and regulations pertaining to public higher education.


5. Business management, leadership, and supervision.

6. Computers, commonly used software, and communication media.
Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Communicate effectively, both orally, and in writing, including writing complex proposals and producing written market-oriented materials.

3. Demonstrated ability to affect innovative solutions to management and operational issues.

4. Ability to analyze a wide variety of technical, business, and fiscal issues.

5. Skills to organize, direct, oversee, and lead multi-unit and diverse activities.

6. Presentation skills.

7. Leadership, supervisory, time-management, problem-solving, and organizational skills.

Education and Experience:

1. Master's degree in Business Administration, or other related field.

2. Experience working with Boards of Trustees, and other collaborative governance structures.

3. Five years experience in progressively responsible management positions in a large, complex educational organization.

4. Proven leadership in the effective implementation of sound business practices, and administrative service delivery.

5. Experience working with state legislators to introduce and influence legislation.

6. Community college experience in a leadership role, preferred.

7. CPA experience with other educational institutions, preferred.


Working Conditions

1. Typical office environment.

Date Approved: August 2002
Grade: 12
EEO-Category: H-10