Foothill-De Anza Community College District

Vice President, Finance and College Services

Position Purpose

Reporting to the College President, plans and directs stand-alone enterprise accounts. Oversees building and ground maintenance; coordinates the development of facilities. Chairs the facility committee and serves on the campus budget committee. Insures adequate security and safety is provided to the campus community, via campus police and security systems. Ensures basic services related to telephones, office assignments, computer logistics, and key issuance are provided; oversees a comprehensive system of recycling and hazardous material provided to the campus community; and ensures that a comprehensive emergency preparedness plan is in effect.

Nature and Scope

The Vice President of Finance and College Services oversees the college office of Budget and Personnel, College Services, the Campus Center, Campus Custodial Operations, Printing Services, and the Child Development Center.

Key Duties and Responsibilities

1. Provide leadership and vision in the planning, direction, administration and evaluation of all De Anza College budget development, fiscal services, human resources, facilities, and related college programs and services in a culturally and ethnically diverse college community.

2. Represent the College in all District budget and finance committees and decision-making processes.

3. Develop, recommend and implement policies, mandates and administrative operating procedures.

4. Oversee the direction and supervision of college services including Measure E construction, grounds, custodial, security, room scheduling, Curriculum Committee support, food services, bookstore operations, and the Child Development Center.

5. Develop and promote opportunities for innovation, professional growth, and staff development.

6. Provide oversight for campus employment search and selection committees, employee recognition/growth awards, personnel records, and all college financial transactions including grants and contracts.

7. Promote development and use of new technology in finance and college services operations.

8. Chair college-wide shared governance committees.

9. Serve as advisor to the President on campus issues.

10. Provide problem solving, planning, and communication regarding college goals and policy changes.

11. Generate revenue to offset costs and generate net income.

12. Maintain efficient operation of providing services to campus community.

13. 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.
14. 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.

15. Responsible for promoting, and enforcing the District's commitment to safety by ensuring that all employees in the Division receive appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required. Accountable and liable for department or division non-compliance with hazardous materials regulations.

EMPLOYMENT STANDARDS

Knowledge:

1. Enterprise Operations.
2. Computers: commonly used software and communication mediums.
3. Strong budget management; familiarity with accounting and cash handling procedures.
4. This position requires a comprehensive understanding of all instructional and non-instructional district and college procedures and policies, especially as it pertains to services and facility development and utilization.
5. Regulations, Laws, and guidelines related to state, county and federal security issues, health codes, fire codes, hazardous material handling rules and regulations, transportation coordination, and facility development and planning.
6. Comprehensive knowledge of college services policies and procedures, and state and federal mandates and laws affecting campus enterprise, facilities, and other comprehensive college services operations.
7. Principles of leadership and management of a diverse faculty, staff and student body.
8. Principles of employment, supervision, and evaluation of administrators and support staff.
9. Quality principles of trust, teamwork and collaboration.
10. Principles and practices of educational organizations and structures.
11. Mission and goals of a community college.
13. Creative facilitation of difficult and sensitive issues; conflict resolution skills.
14. Understanding and implementation of shared governance, teambuilding and collaborative decision-making process within and across division/department lines.

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 complex proposals and presentations.
3. Interpersonal /Organizational/Management skills.
4. Team Leadership and decision making skills.

5. Strong supervisory, conceptual and analytical skills.


Experience and Education:

1. Master’s degree, preferably in Business Administration or a related field or an equivalent combination of education and experience from which similar skills, abilities, and knowledge have been acquired; and one year administrative experience, formal training, internship or leadership in planning, developing and implementing a complex budget including forecasting and analysis of financial issues OR Bachelor’s degree preferably in Business Administration or a related field.

2. Two years of significant experience in managing a wide range of financial matters, budgeting for a complex organization and other experience that demonstrates the ability to function effectively as a senior administrator in a complex, innovative and culturally diverse community college.

Preferred Qualifications:

1. Three to five years progressively responsible financial leadership in the public sector with focused experience in developing fiscal strategies, budget preparation and administration, and capital development in complex public institutions, preferably in education.

2. Business and finance experience in a community college.

3. Additional administrative experience in one or more of the following areas: human resources, college enterprises, risk management, health and safety, facilities and construction, information management systems and telecommunications.

Working Conditions:

Typical office environment.

Date Approved:
Grade: M
EEO-Category: H-10