



**VICE CHANCELLOR, BUSINESS SERVICES**

**DEPARTMENT:** Business Services

**COLLEGE:** Central Services

**SALARY GRADE:** [A1 - 12](#)

**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:**

The Vice Chancellor of Business Services will serve as the Chief Business Officer for the District. 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.

The Vice Chancellor provides oversight and leadership for the following departments and services: District Police, Accounting and Payroll, Environmental Health and Safety, Purchasing, Facilities/Operations/Construction Management, Risk Management, Emergency Operation Management, Budget, Flint Center for Performing Arts; and monitors and advises the Foothill-De Anza Foundation. Direct reports to the position include: the Executive Director of Facilities; Operations & Construction Management; Controller; Director of Budget Operations; Chief of Police; Director of Purchasing; Director of Risk Management; Director, Environmental Health and Safety; and Director of the Flint Center.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Consult with Chancellor and college presidents to develop financial strategies for the District.
2. Work closely with Human Resources to develop and deliver related employee services such as payroll and benefits.
3. Consult with Human Resources on compensation issues related to collective bargaining.
4. Provide critical leadership in the development of both short- and long-range financial planning for the District.
5. Plan, organize, coordinate, direct, and conduct financial, budget, and business related activities.
6. Represent the District in appropriate local, state, and national organizations; meets regularly with State Chancellor's Office and other chief business officers to gather and assess information pertaining to fiscal and business issues and to influence the development of public policy.
7. Direct the fiscal and business operations of the District, including budget preparation and administration, accounting, payroll, risk management, hazardous materials compliance programs, purchasing, grants, investments, and capital financing.
8. 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.

9. Confer with external and internal auditors in the performance of a variety of fiscal and operational audits, and alerts appropriate management personnel regarding related issues, findings, and concerns.
10. Oversee the implementation of the General Obligation Bond programs; manages the 15 year capital outlay program funded by Measure C;
11. Plan, formulate, and recommend policies and procedures to achieve greater efficiency in allocation and utilization of resources.
12. Coordinate the Audit and Finance Committee and Citizens' Bond Oversight Committee (CBOC).
13. Support and implement the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
14. Ensure 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 documentations and requiring employees to receive mandated training.
15. Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

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.
4. Federal and state labor laws.
5. Business management, leadership, and supervision.
6. Computers, commonly used software, and communication media.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Effective communication both orally and in writing including providing understandable explanations of complex issues.
3. Demonstrated ability to effect innovative solutions to management and operational issues.
4. Provide business management, leadership, and supervision in a changing environment.
5. Analyze a wide variety of technical, business, and fiscal issues.

### **Education and Experience:**

1. Bachelor's Degree.
2. Experience working with governing bodies or other high level oversight committees.
3. Five years of experience in progressively responsible management positions in large complex organizations.
4. Proven leadership in the effective implementation of sound budget practices and administrative service delivery.

### **Preferred Qualifications:**

1. Master's degree.
2. Experience in an educational leadership role.
3. Administrative experience in business functions in a public education environment.
4. Experience with educational institution operations, related laws, regulations, public policies, business and administrative practices; capital outlay construction programs; and educational and governmental accounting and audit

standards and practices.

5. Familiar with integrated and complex financial and human resources computer information systems.
6. Ability to ensure compliance with federal and state laws and regulations pertaining to public higher education.

**Licenses and Certifications:**

1. None

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment.

**Physical Abilities:**

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EEO Category: H10