



VICE CHANCELLOR, BUSINESS SERVICES

DEPARTMENT: Business Services

COLLEGE: Central Services

SALARY GRADE: [A1 - 12](#)

POSITION PURPOSE:

Reporting to the Chancellor the position is a member of the Executive Leadership Team and provides leadership for the development and implementation of business and fiscal services necessary to support the mission of the District. Provides financially prudent business services for the District. Plays a key 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; minimizes risk to the District; oversees District Police and security in a multi-campus environment; and actively participates in the development or 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 and Financial Officer for the District. This position is responsible for developing, coordinating, and implementing complex business policy and procedures; making business related decisions within District policy, law, or existing practice, and advising the Chancellor, Executive Leadership Team, 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, Risk Management, Emergency Operations Management, Budget; provides fiscal oversight of and support for the Bond Program(s) in coordination with the Executive Director of Facilities and Operations; and monitors and advises the Foothill-De Anza Foundation. Direct reports to the position include: the Executive Director of Fiscal Services; Director of Budget Operations; Chief of Police; Director of Purchasing, Contracts and Risk Management; Director of Environmental Health and Safety; and Executive Assistant, Business Services.

KEY DUTIES and RESPONSIBILITIES:

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

1. Consult with Chancellor and Executive Leadership Team to lead the development of 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, legal, 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, benefits, contracts, purchasing, risk management, hazardous materials compliance programs, fiscal accounting for grants, management of 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 financial implementation of the General Obligation Bond program(s); manage the funding for the 15 year capital outlay program funded by Measure G in close coordination with the Executive Director, Facilities and Operations.
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) and ensure corresponding Brown Act requirements for public meetings are adhered to.
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.
2. Educational and governmental accounting, and audit standards and practices.
3. Effective utilization of complex information systems related to budgeting, finance and human resources functions to support efficient operations and compliance.
4. Federal and state laws and regulations pertaining to public higher education.
5. Federal and state labor laws.
6. Business management, leadership, and supervision.
7. 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 the ability to simplify and effectively communicate complex technical or financial issues for a broader audience in a clear manner that conveys confidence and approachability.
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 in a related field, or a combination of a Bachelor's degree and a Certified Public Accountant (CPA) certification, or the equivalent.
2. Experience working with governing bodies or other high level oversight committees.
3. Experience interpreting regulations and laws requiring compliance in complex regulatory environments.
4. Five years of experience in progressively responsible management positions with significant business and/or finance oversight responsibilities in large complex organizations.
5. Proven leadership in the effective implementation of sound budget practices and administrative service delivery.

Preferred Qualifications:

1. Master's or Doctoral degree in a related discipline.
2. Experience as a senior executive in an educational leadership role.
3. Experience interpreting and applying the California Education Code as it pertains to community colleges.

4. Administrative experience in business and finance functions in a public education environment.
5. 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.
6. Experience with complex funding models and transformative leadership related to budget allocation and institutional sustainability.
7. Experience with collective bargaining within an educational setting.
8. Experience ensuring compliance with federal and state laws and regulations pertaining to public higher education.

Licenses and Certifications:

None

WORKING CONDITIONS:

Environment:

1. Typical office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extended periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

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