

Ventura County Community College District

Budget Director

Posting Number: 0603048

Position: Full Time

Percent Position: 100

Months: 12

Employee Type: Management

Job Category: Management/Supervisory

Brief Description

This recruitment is being conducted to establish a list of eligible candidates that will be used to fill current and upcoming vacancies for the duration of the list, not to exceed one year. The immediate vacancy is a 12 month, 100% position at the District Administration Center.

Under the direction of the Vice Chancellor, Business and Administrative Services manage the District's budget function and related operational areas.

Job Duties

Plan, organize, coordinate, and direct the development, maintenance, and administration of the District's budget and payroll functions, financial aid processing, and related state and federal reporting; develop, recommend, and execute strategic goals, operational policies, and procedures pertaining to assigned functional areas. E

Ensure consistent and appropriate management of college budgets, reporting, and related operations in collaboration with college management. E

Develop and direct a program of financial analysis using a wide range of analytical methods such as trend analysis; develop decision support tools in spreadsheet formats for maintaining cost-benefit analysis and funds and performing "what-if" calculations. E

Direct the design, implementation, and maintenance of the district's payroll system and ensure legal requirements are met; improve efficiency in the recording and reporting of payroll data; provide management with payroll information. E

Research complex budgetary issues and develop solutions and recommendations as appropriate; recommend budget strategies which include short-term, intermediate, and long-range projections for resource allocation and appropriations; prepare tentative, adopted, and revised District budget reports. E

Provide technical advice and guidance to District administrators and staff relating to the development, implementation, and management of financial resources. E

Analyze state legislative and administrative decisions, regulations, and policies to determine their impact on the budget operations of the District and make recommendations regarding how to implement new requirements. E

Advise the Vice Chancellor, Business and Administrative Services and other District management through oral and written reports of objectives, critical problems, achievements, recommendations for improvement, and requirements and restrictions of laws, rules, and policies affecting the District's budget. E

Monitor the District position control system used to track permanent employees, vacant positions, and requests for new positions; identify salary savings based on vacant positions to be utilized for other District needs; prepare reports related to salary and benefit costs utilized by management during collective bargaining. E

Direct the processing, reporting, and maintenance of district-wide student financial aid data. E

Direct the design, preparation, filing, and maintenance of state and federal reports containing data pertaining to assigned functional areas. E

Provide training to District employees in the use of the District's financial budget system; develop and provide informational workshops on budget-related issues. E

Lead, train, supervise, and evaluate the performance of assigned staff. E

Represent the District before federal, state, and local agencies on matters related to the District's budget. E

Maintain historical and current materials related to the District's budget as well as the funding and allocation formulas, expenditure patterns, and special cost analysis of such things as compliance regulations, collective bargaining and grievance issues, legal decisions, and funding resources. E

Serve as a member of various district-wide committees involved with budget-related issues. E

Assist with fiscal year-end closing activities and the annual external audit. E

Perform other duties as assigned.

E = Essential duties

Additional Job Duties

Minimum Qualifications

Education: A bachelor's degree from a recognized accredited college or university in accounting, public finance, business administration or related area.

Experience: Four years of professional-level experience in accounting, auditing, or budgeting, including two years of public sector experience in the development, analysis, and administration of a budget. Two years of the aforementioned experience must have been in a supervisory capacity.

Preferred Qualifications

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Additional Information

Licenses or other Requirements

N/A

Knowledge Of

Principles, methods, and techniques of budgeting Principles, practices, and theories of accounting with an emphasis on governmental accounting Principles, practices, and theories of auditing Computer systems, applications, software, and hardware used in financial analysis and budgetary management Sources and bases of funding for post-secondary educational institutions and programs in the State of California Principles of project management Principles and practices of administrative research and report preparation District organization, operations, policies, and objectives Principles and practices of management, supervision, training and performance evaluation Principles and practices of business data processing particularly related to the processing of accounting and financial information State legislative processes and procedures Methods and techniques of financial modeling applied to revenue and expenditure projections State and federally mandated reporting requirements, including full-time equivalent student (FTES) state apportionment reporting Principles of financial aid processing

Ability To

Read and interpret documents such as laws, regulations, and reporting requirements pertaining to community college accounting, budgeting, and financial matters Demonstrate sound judgment and decision making capabilities Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations Develop financial forecasts based on research data Anticipate conditions, plan ahead, establish priorities, and meet schedules Interpret, apply, and explain applicable federal, state, and local laws, codes, and regulations Establish and maintain effective working relationships with those contacted in the course of work Identify trends, and isolate and explain causes of budgetary variance Communicate clearly and concisely, both orally and in writing Communicate highly technical information concisely and in understandable terms Deliver effective oral presentations Provide training, guidance, and work direction Lead and supervise staff

Physical Abilities

Dexterity of hands and fingers to operate a computer keyboard and other office equipment Sitting for extended periods of time Hearing and speaking to exchange information on the telephone or in person Seeing to read and review documents

Work Week/Hours

To be determined based on the needs of the department.

Required Applicant Documents

Resume

Required Selection Process

EXAMINATION AND SELECTION PROCESS:

This is an examination open to the public and current district employees seeking a promotional opportunity. To ensure consideration, please submit your application materials by September 13, 2015.

The examination process will consist of any of the following components:

- A) Training and Experience Evaluation (T&E) = Qualifying (pass/fail)
- B) Technical Interview = 100% weighting on final score

Applicants must meet minimum qualifications stated by the filing deadline in order to move forward in the testing process. Those candidates who meet the minimum qualifications will have their application materials reviewed during a Training and Experience Evaluation (T&E). A T&E is an assessment of training and experience that has prepared the candidate for the position. Those with the highest scores on the T&E will be invited to the technical interview. All communication regarding this process will be delivered via email.

The date range and location of the technical interview are listed below.

Date Range: Monday, September 28, 2015 to Friday, October 2, 2015

Location: Ventura County Community College District

255 W. Stanley Avenue, Suite 150

Ventura, CA 93001

The above date range is subject to change. Applicants will be notified of any scheduling changes via email.

Official transcripts providing confirmation that you meet the minimum educational requirement must be presented to the Human Resources Department prior to beginning employment.

NOTE: Foreign transcript evaluation is required for foreign coursework used to meet minimum qualifications and must be included with your application materials. For a list of recognized organizations providing transcript evaluation services, visit <http://www.naces.org/members.htm>.

The Ventura County Community College District is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status,

veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Salary Range

\$8295.33 - \$11,116.25

Starting Salary

\$8295.33 - \$11,116.25 - Employees shall be placed on the appropriate step of the salary range based on directly related education and experience that exceeds the minimum qualifications for the classification. Salary placement is subject to verification of qualifying education and experience and applicable collective bargaining agreements and/or Personnel Commission rules.

Special Instructions to Applicants

PRELIMINARY SCREENING OF APPLICATIONS & SUPPLEMENTAL QUESTIONNAIRE:

In completing the application and the supplemental questionnaire, outline in detail your education, training (such as classes, seminars, workshops) and experience. Evaluation of minimum qualifications will be based on the information provided in your application at the time you apply. PLEASE INCLUDE ALL EXPERIENCE YOU WISH TO BE CONSIDERED IN THE EMPLOYMENT EXPERIENCE SECTION OF THE APPLICATION AND COMPLETE ALL FIELDS.

Please be sure to answer every component of each supplemental question as your responses will be scored and serve as your score on the training and experience evaluation. Appearance before the oral examination (interview) board will be limited to the candidates with the highest T&E scores. For your application to be considered, the supplemental questions must be completed in full. Failure to answer the questions as required will result in disqualification.

ELIGIBILITY LIST:

Upon completion of the examination, the open / promotional eligibility list will be compiled by combining the final examination score with applicable seniority and veteran's credits, if any. The candidates will be ranked according to their total score on the eligibility list. Certification will be made from the highest three ranks of the eligibility list. This eligibility list will be used to fill the current vacancies up to one year from the date the list is established.

PROBATIONARY PERIOD

All appointments made from the eligibility list for initial appointment or for promotion shall be probationary for a period of one year.

ACCOMMODATIONS:

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

To apply, visit: <http://apptrkr.com/660238>