



The Los Angeles Community College District invites applications to fill the position of **Director of Budget and Management Analysis**.

THE POSITION

The Director of Budget and Management Analysis plans, organizes, coordinates, evaluates, and directs the District's budget planning, formulation, analysis, and management activities.

Develops projections of revenue and expenditures and constructs alternative financial models for use in financial planning.

Develops and directs a program of financial analysis using a wide range of analytical methods such as cost-benefit analysis, cost-effectiveness, trend analysis, marginality, and economy of scale.

Directs and reviews the results of studies in the field of educational institution finance, budgeting, and other forms of financial research used to develop financial forecasts.

Directs the analysis of operating budgets submitted by organizational units of the District for consistency with District objectives, policies, and procedures.

Directs the analysis of budget, financial and accounting reports to measure performance and identify deficiencies which affect the financial soundness and ability of the unit to meet financial and operational performance standards and goals.

Directs and participates in the development and revision of policies, procedures, practices and guidelines pertinent to the administration of the District's budget management and financial planning program.

Provides technical advice and guidance to District administrators on the development, implementation, and management of financial resources for their operations.

Advises the Chief Financial Officer/Treasurer and District management staff through oral and written reports of objectives, critical problems, achievements, improvement recommendations, and on requirements and restrictions of laws, rules, and policies affecting the District's budget management and financial planning functions.

Analyzes state legislative and administrative decisions, regulations, and policies to determine their impact on the budget management and financial planning operations of the District and makes recommendations on how to implement new requirements.

Coordinates the work of the unit with the colleges and other divisions.

Directs the design, implementation, and maintenance of integrated information systems applicable to the District budget management and financial planning functions and recommends improvements.

Represents the District before state and local agencies on matters related to District financial planning and budget management.

Directs and prepares correspondence, reports, and presentations regarding financial planning and budget management activities.

Plans, schedules, and reviews the work of assigned budget and financial planning staff.

Develops and oversees the maintenance of the office budget.

May act on behalf of the Chief Financial Officer/Treasurer on designated matters.

MINIMUM QUALIFICATIONS

Education: Graduation from a recognized four-year college or university, preferably with a major in accounting, business administration, economics, finance, public administration, or a closely related field OR a valid license to practice as a Certified Public Accountant in California. An advanced degree in one of the aforementioned majors is desirable.

Experience: Five years of full-time, paid professional-level experience in financial management. Two years of the required experience must have been in a recent administrative or supervisory position over financial operations. Experience in public finance is desirable.

Special: A valid Class "C" California driver's license must be obtained within 60 days of appointment. Travel throughout the District may be required. Must meet the requirements for bonding.

ADDITIONAL QUALIFICATIONS

The successful candidate is expected to have knowledge of principles, concepts and theories of financial planning and management; Principles, methods, and techniques of budgeting; Principles, methods, and techniques of accounting with an emphasis on governmental accounting; Principles, practices, and procedures of auditing; Banking and investment policies, regulations, and practices; Computer systems, applications, and hardware used in financial and budgetary management; Research, statistical, and forecasting methods used in financial analysis, planning, and management; Current trends and developments in financial planning and management and related fields; Sources and bases of funding for post-secondary educational institutions and programs in the State of California; Federal, state and local laws, ordinances, codes, and regulations related to financial management of a community college; State legislative processes and procedures; Organization, functions, and inter-relationships of operating units and programs of the District; Principles and practices of organization and management; Principles and practices of business and public administration; Principles of supervision and training.

The successful candidate is expected to be able to plan, direct, and coordinate the District's financial planning and management activities; Develop, implement, and modify budget and financial plans to meet District objectives; Develop financial forecasts based on research data; Design and manage effective control, information and documentation systems; Interpret and apply laws, rules, regulations, and policies related to financial management; Anticipate

conditions, plan ahead, establish priorities, and meet schedules; Act independently and promptly to situations and events; Effectively utilize computer systems and software in the performance of duties; Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations; Prepare effective written and oral communications, reports, and presentations; Effectively communicate highly technical information concisely and in understandable terms; Provide leadership and technical assistance to others; Motivate, direct, train, and develop others; Stimulate teamwork and promote cohesiveness to achieve unit and District goals; Establish and maintain effective working relationships with administrative District personnel and representatives of government agencies and various private organization.

SALARY AND BENEFITS

The salary range for this job classification is from **\$146,376 to \$171,888** per annum.

- 24 days paid vacation annually
- 12 full-pay and 88 half-pay days of illness leave annually
- Medical, dental and vision care plans for employee and dependents
- \$50,000 District-paid life insurance policy
- At least 15 paid holidays annually
- Public Employees Retirement System

SELECTION PROCESS

A competitive examination process will be administered and will consist of the following parts:

- Application review to select a number of applicants whose qualifications most closely match the requirements of the position. Those applicants will proceed to the:
- Written Essay & Oral Interview. The written essay will be obtained immediately prior to, and evaluated during, the oral interview.

Candidates passing all parts of the examination process shall have their names placed on an eligible list of candidates. The eligible list will be forwarded to the department, who will then conduct hiring interviews of eligibles on the list and make their final selection.

APPLICATION PROCEDURE

APPLY ONLINE -- <https://employment.laccd.edu>. Applications may also be obtained from the Office of the Personnel Commission, 770 Wilshire Boulevard, Los Angeles, California, Monday through Friday between the hours of 7:30 a.m. and 4:30 p.m. Applicants may also request that an application be mailed to them by calling (213) 891-2129 or sending e-mail to: class_jobs@email.laccd.edu

Applications may be submitted online using our Online Employment or (paper applications) mailed or submitted in person to the Office of the Personnel Commission, LACCD, 770 Wilshire Blvd., Los Angeles, CA 90017. **Completed applications, whether submitted online or in hard copy, must be received in our office by 4:00 p.m., Friday, May 15, 2015.**

COMPANY INFORMATION

The Los Angeles Community College District is the largest community college district in California. Its nine community colleges are located throughout an area of 882 square miles within the County of Los Angeles. It includes the entire City of Los Angeles, a number of other incorporated cities such as Alhambra, Beverly Hills, Culver City and Monterey Park as well as unincorporated areas of the County. The District serves a student population of approximately 135,000 and offers student transfer education to four-year colleges and universities, associate degrees, vocational education, and a diversity of certificate programs in special interest areas.